A MILITARY MANUAL

FOR

SCHOOLS.

BY

F. N. FREEMAN, A.M.

MILITARY SUPERINTENDENT OF THE EAGLESWOOD MILITARY ACADEMY, PERTH AMBOY, N. J., AND FORMERLY MILITARY SUPERINTENDENT OF THE YONKERS MILITARY AND COLLEGIATE INSTITUTE.

New-York:

SCHERMERHORN, BANCROFT & CO.,

596 BROADWAY.

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25 NORTH FOURTH STREET.

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Dedication.

To M. N. WISEWELL, Esq.,

Principal of the Eagleswood Military Academy.

I HAVE taken the liberty to dedicate this work to you, that it may at least have the prestige of the name of one whose skill as a disciplinarian, and eminence as a successful PRINCIPAL, are so widely known, and have justly given him so high a rank among American teachers.

To you, sir, many of the plans herein set forth owe their origin, and they have been carried to a successful issue only by your assistance and coöperation.

The three years past, in which I have conducted the Military Department of the Institute under your care, are filled with the most pleasing memories. In acknowledgment of these, and of the friendship which I am proud to claim, I have done myself the honor to place your name at the head of this Manual.

I am very respectfully,

Your obedient servant,

F. N. FREEMAN.

EAGLESWOOD, May 1st, 1862.

PREFACE.

In the following pages the author does not pretend to set forth a complete and perfect plan of military discipline, but proposes only to explain, in as brief a manner as possible, the system which has been pursued by him in the schools with which he has been connected. If this work shall suggest to others, plans which may be attended with success, or shall serve as a guide to a better system elsewhere, the purposes for which it is intended will be fully answered.

In the preparation of the work, the following books have been used:

"U. S. Army Regulations. 1861."

"Viele's Handbook of Active Service."

"Rifles and Rifle Practice." By C. M. Wilcox, U. S. A.

"Forbes' Volunteer's Manual."

"Regulations of Musketry Instruction in the English Army."

"Holbrook's Instruction in the A. L. S. and Military Academy of Middletown, Conn."

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A MILITARY MANUAL FOR SCHOOLS.

MILITARY SCHOOLS.

The outbreak of the great rebellion, and the progress of the war waged for its suppression, have revealed to the American people an unexpected and alarming deficiency in their plan of national education. While we are far in advance of almost every other nation in the extent and efficiency of our public school system, we have neglected, almost entirely, the very important branch of scientific military training. Yet, at an early day, military education appears to have engaged the thoughts of the statesmen and legislators of the Republic. They perceived that although the ordinary duties of a soldier might be performed without especial training, the higher class of duties and the art of command could be understood only by those whose intellectual qualities had been properly cultivated. The subject first presented itself in connection with the organization and discipline of the militia.

General Knox, a distinguished soldier of the Revolution, who was Secretary of War during Washington's administration, in his official report, Jan. 21st, 1790, lays down the position that: "All discussions will result in the conclusion that either the militia must be formed of substitutes, after the manner of the militia of Great Britain, or that efficient institutions must be established for the military education of youth, and the knowledge acquired therein diffused throughout the country, by the means of rotation."

President Washington, in his annual message to Congress, in December, 1796, says: "The institution of a military academy is also recommended by cogent reasons. However pacific the general policy of a nation may be, it ought never to be without an adequate stock of military knowledge for emergencies. The first would impair the energy of its character, and both would hazard its safety or expose it to greater evils when war could not be avoided. Besides, that war might not often depend upon its own choice. In proportion as the observance of pacific maxims might exempt a nation from the necessity of practicing the rules of the military art, ought to be its care in preserving and transmitting, by proper establishments, the knowledge of that art. Whatever argument may be drawn from particular examples, superficially viewed, a thorough examination of the subject will evince that the art of war is extensive and complicated; that it demands much previous study; and that the possession of it in the most improved and perfect state is always of great moment to the security of a nation. This, therefore, ought to be a serious care of every government; and for this purpose an academy, where a regular course of instruction is given, is an obvious expedient which different nations have successfully employed."

Mr. McHenry, Secretary of War under President Adams, in a report on the subject of a military academy, said: "Military science, in its various branches, ought to be cultivated with peculiar care, in proper nurseries, so that a sufficient stock may always exist, ready to be imparted and diffused to any extent, and a competent number of persons be prepared and qualified to act as engineers, and others as instructors to additional troops, which events may successively require to be raised. This will be to substitute the elements of an army for the thing itself, and will greatly tend to enable the government to dispense with a large body of standing forces, from the facility which it will give of procuring officers and forming soldiers promptly in all emergencies."

The whole report contemplates certain military schools as an

essential means, in conjunction with a small military establishment, to prepare for and to perpetuate to the United States, at a very moderate expense, a body of scientific officers and engineers adequate to any future emergency, qualified to discipline for the field, in the shortest time, the most extended armies, and to give the most decisive and useful effects to their operations.

In accordance with these views, Congress, in 1802, established the Military Academy at West-Point, and, in 1813 and 1817, bills were introduced in the House of Representatives for creating additional military academies, which, however, were not definitely acted upon, though, from time to time, the establishment at West-Point has been enlarged to its present dimensions. Experience bears ample testimony to the value of the Institution, as does also the universally acknowledged high character of the officers of the United States Army.

In other countries, military schools for the education of officers are considered an indispensable part of the military system of all great nations. In France, a military school was established by Louis XV. at Vincennes, in 1751, with five hundred pupils. In 1803, Napoleon founded the school of St. Cyr, which still retains the principal features of its first organization. It has three hundred pupils, between eighteen and twenty years of age, who, after a course of two years, are sent, some to the *Ecole d'Etat Major*, others to the Cavalry School of Saumur, and the rest to the army as sub-lieutenants of infantry. In Austria, Russia, Prussia, Hanover, Sweden, and Saxony, similar establishments exist, on a more or less extended scale. In Prussia, the education of officers is provided for by High Schools for each arm in every army division, and by the Royal Military School at Berlin, founded by Frederick the Great, to which the most deserving young officers are admitted from the line. In Great Britain, the Royal Military College at Sandhurst, which comprises a Cadets' College, and the Royal Military Academy at Woolwich, enjoy a high reputation.

WATKINSON

Beside the National Academy at West-Point, several military colleges have long been established in the United States, by private enterprise or by the State government. The latter class exist only in the Southern States, and to their influence may be attributed, in great part, the facility with which large armies have been raised and disciplined by the comparatively scanty population of those States. The most noteworthy institution of the kind, in the Free States, is that at Norwich, Vt., which was founded there, in 1820, by Captain Alden Partridge, formerly Superintendent of the Academy at West-Point. This institution is now known as the Norwich University, and is still in successful operation. In private schools, however, in many of the States, military discipline has been adopted, but rather as a convenient and methodical system of management, than with an idea of fitting the pupils for positions in the army.

The present war will undoubtedly increase the number of military schools, as well as add largely to the popularity of those already established. The advantages of schools of this kind are obvious. An experience of several years enables the author to assert that, while the military system is best for maintaining the discipline of schools, it invigorates the body, improves the carriage, and imparts habits of punctuality, quickness, courtesy, and obedience.

The pupils almost invariably delight in it; their neat and uniform dress raises their self-respect; the exercises of the drill give them physical vigor and alacrity; they learn insensibly and in a pleasurable way the need of instant and cheerful obedience; and an *esprit du corps* is kindled, which lends the most remarkable animation to the discharge of all the duties of the classes. Boys who would be sluggards and dolts under the monotonous influence of ordinary schools, become quick and lively learners in these military establishments.

The chief want of our armies in the present war has been of thoroughly instructed officers. From the aversion of our people to the maintenance of standing armies, it may be pre-

sumed that in all future wars the same want will exist. But if our youth are taught in the military art, as a part of their common school instruction, a deficiency in this respect will no longer exist. At a moment's notice thousands of men, engaged in the various commercial and professional pursuits, will be found ready and well qualified to serve their country in the most efficient manner, by organizing and disciplining her volunteer armies.

In this work the author proposes to explain the manner in which military discipline has been adapted by him to schools, to point out the errors liable to occur in the formation and management of similar institutions, and to explain the causes of failure where they have failed. He has attempted to do this in the plainest and simplest manner, with less reference to the taste of the critic than to the convenience and profit of the student.

THE MILITARY SUPERINTENDENT.

At the head of the military department of the school there should be a Military Superintendent, who should, if possible, give his whole time to his department, untrammeled by merely academic duties. The qualities required in this officer, besides a personal presence sufficient to inspire respect, are, invincible patience, habitual good temper, kindness, courtesy, and judgment, a firm will, and considerable knowledge of human nature. He must continually guard himself against his own tendencies to caprice or favoritism, maintaining always a steady line of conduct toward those under him; being neither too rigid nor too familiar, and yet always kind and just. He must be willing to labor long and hard for the welfare and improvement of those who are in his charge, must give incessant attention to his duties, and, not content with merely directing what shall be done, must see for himself that his directions are literally followed.

In entering upon his duties as Military Superintendent, let him not imagine that he is about to undertake a light and agreeable task, or suppose that the drill will always afford a pleasing pastime either to himself or to his pupils. For agreeable as his duties may be at first, when the novelty has worn off, their repetition will inevitably become tiresome, and in their performance he will frequently be obliged to contend with careless, lazy, and even stubborn boys. This last class

will particularly try his patience and his firmness. The best remedy for them is extra drill, and if that does not suffice, a few days of sentry duty will seldom fail to produce a good effect, especially if the offender is made to understand that any breach of order while on his guard-beat will surely bring upon him a prolongation of his punishment.

To every ordinary offense a stated punishment should be affixed, which should follow the deed with prompt certainty. These punishments should never be inflicted in a hasty or unreasonable manner, and should always be proportioned, as nearly as possible, to the offense. They may consist in extra duty or drill, in confinement to quarters under guard, or to some fixed limit, or a permanent record may be made of the offense, and a certain number of demerits assigned to the culprit. Corporal chastisement is the last means which should ever be used, and that only when every thing else has failed to secure obedience and enforce order.

OFFICERS.

In the U. S. Army, officers are divided into the following classes:

General Officer—whose command comprises more than a single regiment.

Field Officer—Who commands an entire regiment, or part of a regiment, as Colonel, Lieutenant-Colonel, and Major.

Staff Officers—Who are not attached to companies in a regiment, but whose duties extend over the whole

or over a brigade or division, as Quartermaster, Adjutant, Surgeon, or Chaplain.

Commissioned Officers—Are those who are appointed by commission, from the General to the Ensign inclusive.

Subaltern Officers are Lieutenants.

Non-commissioned Officers are the Sergeant-Major, Quartermaster-Sergeant, Drum-Major, Sergeants, and Corporals, who are appointed by the commanding officer of a regiment.

The Cadet Officers of a school of fifty students should consist of a Major, Adjutant, Quartermaster, Sergeant of Ordnance, Captain, First Lieutenant, two Second Lieutenants, four Sergeants, and four Corporals.

Actual merit and proficiency should be made the sole basis of appointments.

These positions should be made permanent, as the system of rotation in office will effectually prevent any manifest advancement being made in drill, by requiring the instructor to be continually devoting that time to the instruction of careless officers, which should be given to the privates in ranks.

The permanency of the appointments will also be an incentive to exertion on the part of all to secure positions.

The officers must be faithful and fearless in the discharge of duty; but should never be allowed to tyrannize over those under their control. Any display of favoritism by them must be severely reprimanded. They must never be allowed to give their commands in a harsh or angry tone of voice.

Their reports must be made with fairness, never

omitting to report any one for that which would be a reportable offense in another.

The settlement of the report-book, if properly conducted, will soon develop any improprieties on the part of the officers.

THE MAJOR.

The Major is the highest of the Cadet officers. He should be the most able, correct, and unexceptionable of all the students. He should possess sufficient dignity to sustain his position and make himself respected. He must be perfectly trustworthy, as, in the absence of the Military Superintendent, the entire care of the military department will devolve upon him. He must be a good disciplinarian and well versed in military tactics, and should, if expedient, be required to be connected with the school for at least two years previous to his appointment, in order that he may become well versed in all the minutiæ of its organization.

He may be given special privileges, such as are not accorded to other students, but must be always required to be present at drill, morning inspection, and evening parade.

On drill he will command the left wing of the battalion, if in battalion drill; in other drills he will assist the instructor in correcting positions, evolutions, etc., or he may be required to drill awkward or inexperienced recruits.

By virtue of his office, he will assume the entire command in the absence of his superior, and will be held accountable for all that may occur while he is in command.

THE ADJUTANT.

The Adjutant (who is generally a Lieutenant selected by the Military Superintendent) is the executive officer of the staff. He may be required to be present at all roll-calls, and report to the Military Superintendent all officers or non-commissioned officers who may be absent

He will see that the places of all absent officers are filled whenever absences may unexpectedly occur.

He will see that all companies, detachments, or squads are fallen in or formed at the proper time, and will attend to the forming or sizing of the companies for drill or evening parade. He will keep the *record-book* of credits and demerits, *order-book*, and *regimental roll-book*.

It is, moreover, his duty to receive the reports of all absentees at roll-calls, which will be handed to him by the several company officers, before three o'clock P.M. each day, and to transmit them, under his signature, to the officer of the day, to be entered on the daily report.

He must keep his books at all times ready for examination.

On drill he will assist the instructor, his duties being in that position similar to those of the Major.

THE QUARTERMASTER.

The Quartermaster (who ranks as Lieutenant) will be required to keep and carry the keys of the quarters; to raise and lower the flag; to attend to the lighting and extinguishing of lamps or gas, whenever used for general purposes.

He will also be intrusted with the keeping of all tents, camp-stools, and the military property of the school generally, and also the arms and equipments, unless these are placed in the charge of a Sergeant of Ordnance.

On drill he is not an active officer, but may be made useful in various capacities which will suggest themselves to the commanding officer.

He should, however, be well acquainted with the manual of arms and the ordinary evolutions and movements.

He will be required to keep a book accounting for all property intrusted to his care, and showing when and to whom any of the same has been issued.

THE SERGEANT OF ORDNANCE.

The Sergeant of Ordnance is a non-commissioned officer. He should be a careful, orderly student, as he will be intrusted with the entire care of all arms, equipments, cannon, ammunition, etc., belonging to the school.

He should be made acquainted with the construction and manner of putting together of muskets, the proper method of cleaning and preserving them, the construction of cartridges of all kinds, etc., etc. On drill he may be required to take his place in the ranks, if desirable.

The duties of this officer may be performed by the Quartermaster, if the number of students will not warrant the detaching of a particular one for this office.

He will be required to keep a book showing the

amount of ammunition expended from time to time, and should the drill include target practice, he may be required to keep a record of the shots made, in order to classify the students with reference to their various abilities in that exercise.

THE SERGEANT-MAJOR.

If desirable, a Sergeant-Major may be added to the corps of officers.

His duties on parade will be to assist the Major, who will command the left wing of the battalion.

THE CAPTAIN.

The Captain, who stands next in rank to the Major, must be well instructed in tactics and a good disciplinarian. His duties must be discharged promptly, without fear or favor.

He will correct mistakes or failures of his lieutenants and sergeants.

He should also be well acquainted with the *words of command* and their explanation.

When drilling his company, he is confined to no particular position, but is usually in front of the center.

THE SUBALTERNS.

The subaltern officers consist of the Lieutenants and Ensign. They assist the Captain in the instruction of the Company, and when in battalion are each placed in charge of one of the companies.

ORDERLY SERGEANT.

The qualifications for Orderly Sergeant are a good voice, erect, manly figure, dignity sufficient to command respect, and a considerable knowledge of the drill.

He will habituate the company to forming promptly and with celerity.

He must possess a correct idea of time, that he may march with regularity and precision. Great care should be exercised in the choice of this officer, as much depends upon a correct and prompt manner of forming the company, which is done under his command.

Better have a poor Lieutenant than a deficient Orderly Sergeant. Similar remarks will apply to all sergeants.

In battalion movements, one Sergeant will be placed on one of the flanks of each company, and will change his position from flank to flank as the order may be—*Guide Right* or *Guide Left.*

CORPORALS.

Corporals are well-drilled students, who are usually placed on the flanks of the companies or elsewhere, as the instructor may deem advisable.

DIRECTIONS FOR CONDUCTING DRILLS.

In all drills, remember that the simplest and easiest method of performing a motion or of executing an evolution, (at the same time consistent with order and exactness,) is always the one to be adopted. Hence the absurd practice of *setting up* a soldier in a stiff, unnatural position has fallen into disuse—not that he should be permitted to choose the position most agreeable to him while in the ranks, but the placing of him in a rigid position, fatiguing and unnecessary, is of all things to be avoided.

Let the cadets be formed in one rank, and told to stand perfectly free; to carry the head erect, without throwing it back; to incline the body *slightly* to the front, and not to throw the entire weight upon the heels; to draw the chin inward, but to avoid the appearance of constraint; to refrain from throwing the stomach forward, as is the habit amongst many, and to allow the hands to hang loosely at the side, with the shoulders thrown back.

The officer who has charge of the instruction should himself present an erect military figure, as his appearance will do much more than verbal instruction.

He who teaches must be patient, willing to explain and reëxplain, time after time. He must be firm, and never relax from the strictness of duty. Every learner should understand every word used, and every motion and movement that is made. Every evolution should be thoroughly explained before being tried; and when practiced, the eye as well as the ear should be enabled to perceive the instruction.

Words of command should be given in a clear, round, full tone, and sufficiently loud to cover the entire space of the command.

As it would be absurd for an officer commanding one hundred men to utter his commands in so low a tone of voice as to be audible to only a single section, so it would be equally faulty for an officer having charge of a squad of six,to raise his voice sufficiently loud to command an entire company.

At drill, the commanding officer must not spare explanation; on parade, he gives no instruction, but commands only, and observes that his orders are executed promptly and properly.

The language used in explanation must be so simple as to be understood by the most ignorant or inexperienced. Scientific terms employed must be explained, and the position and movement of every member of the corps must be carefully observed. A general oversight of the whole is not sufficient. A thorough instructor will quickly discover the faulty movements and positions, and correct them individually, pointing out to the student his error and the means of rectifying it.

The manual exercise was so called from the fact that it was formerly considered that the most important part of all military discipline consisted in handling the musket in an expert and elegant manner, and therefore a great variety of motions were taught, intended only for display. Later experience has, however, rejected all of these, except such as are really practical, and conducive to the easy and rapid handling and using of the weapon.

All the motions of the musket may be comprehended under the general rule,that the method used is the one that is most natural, and at the same time most efficient.

The motions of the manual may then be divided into three classes, namely: first, motions of action; second, motions of convenience; and third, motions of compliment.

Motions of action consist of the manner of carrying the musket, fixing and charging the bayonet, loading and firing.

Motions of convenience consist of support, secure, trail, slope, order, to the right shoulder shift, and the stacking of arms.

The grounding of arms is a motion which would be the last act of a vanquished army; and as the stacking of arms can always supply its place, it were better banished from the manual.

The motions of compliment consist of present arms, and the advance arms of sergeants.

The secure arms is used to protect the musket from the weather, and is seldom performed with the bayonet fixed.

In carrying the musket at trail arms, in going through woods, the soldier may assist himself with it in climbing steep ascents or crossing ditches or streams. In these cases the bayonet is rarely carried fixed.

For the purpose of drill it will be found convenient to divide the school into a miniature battalion, of three, four, or five companies.

In a school of fifty students the allotment will be as follows: one Major, one Adjutant, one Quartermaster, four Captains, (who will be the Captain, First Lieutenant, and two Second Lieutenants,) four Sergeants, and three companies of ten privates, and one company of nine. In single rank, this arrangement will furnish the means of executing all ordinary battalion movements,

and will give a variety to the drill which otherwise would soon grow tiresome.

This division will also be found convenient for various purposes, as it brings only a small number under the direct command of each officer.

The following division of the drill for one week may be profitably adopted:

Monday—Officers' drill.

Tuesday—Company drill, (by the officers.)

Wednesday—Battalion, (dress parade.)

Thursday—Light artillery or target practice.

Friday—General company drill.

The officers' drill of Monday may be conducted as follows: Require each commissioned officer to commit to memory a certain portion of the tactics, which must be recited like any other lesson, and fully explained by the instructor, who will also call their attention to the points most requiring examination and study, specifying the probable errors which may occur. This being done, he will exercise them for an hour or more on the substance contained in the lesson, carefully pointing out and rectifying all mistakes that may occur.

The drill being over, each officer will understand the movements thoroughly, and will be competent to take charge of his company, which will be taught the same lesson on the succeeding day.

On Tuesday, each officer will be required to exercise his company on the lesson of the preceding day.

At this drill the military superintendent will be present, and will correct or explain any thing that may be required, to the officers in command.

These lessons will consist of all the substance contained in the squad drill, and they may be continued

with profit during the entire year, while the battalion movements are being taught.

On Wednesday, which will be the day set apart for dress parade, the entire corps will practice the battalion movements. Officers will wear swords, instead of carrying muskets, as on other days, and all will appear in *full uniform.*

Each company will fall in upon the company parade which has been assigned to them at the command of the Sergeants, and superintended by the officers.

The rolls will be called, and the absentees reported to the officers. They will then be marched to the armory, each company by its own officer, where they will receive the arms from the Quartermaster or Sergeant of Ordnance.

They will then be marched, with bayonets fixed, to the drill-ground.

When all the companies have arrived, the Adjutant will station the markers on the extremities of the line, where he wishes the battalion to form, and order the *Assembly* to be beaten, when the companies will be brought up and dressed upon the line in their proper order.

They are to be brought up in the rear of the place where the line is to be established and halted three paces behind it, and then in succession dressed up to the proper place.

After the separate companies are dressed, the Adjutant will dress the line, and command: *Order Arms; Parade Rest; Troop, Beat off;* and put up his sword and take up his place on the right of the line.

The Military Superintendent, attended by the field and staff officers, will then take up his position in front of

the line, upon which the Adjutant will draw his sword and command: *Attention, Battalion; Shoulder Arms;* and will then pass down to the center of the line, face to the right, and then pass out until he is equally distant from his commanding officer and the line, face the line, and command: *Present Arms.*

He will then *about face* and salute his instructor, who will acknowledge the salute, and direct the Adjutant to resume his place on the right of the line, or to take up his place, as at evening parade.

The regular drill will now commence.

At its termination, the instructor, having formed the line, will command: *Officers to the front and centers of your companies, March.*

At this command all officers will take up their positions as at parade at open ranks.

The instructor will then command *Parade dismissed*, the field and staff will retire, and the companies will be marched by their officers to the armory, return the muskets, and be then dismissed.

It should be the endeavor of the instructor to make his instructions thorough, and always to be careful that one thing is well learned before taking up another.

The drill of Thursday will consist of light artillery or target practice. The principles of the latter are explained on page 68.

Friday will be devoted to a general company drill. For this purpose the entire corps will be formed as a single company in two ranks, and subdivided into two platoons and four sections, the company officers occupying their proper positions. The Military Superintendent will act as instructor, and the field and staff officers may

be excused from this drill, or may be employed as assistants to the instructor.

On Saturday those who have been reported in ranks during the past week, may be drilled as a squad, for one, two, or three hours, according to the number of the reports which they have received.

PROMOTIONS.

Promotions are usually made in regular order—Corporals to Sergeants, Sergeants to Lieutenants, Lieutenants to Captains, Captains to Majors; but circumstances may sometimes render this unadvisable.

Never promote a student to an office which he can not fill, and thereby burden yourself with an indifferent officer. Better allow him to remain where he is, and fill the place with one in whom you have confidence. Nor should any student be promoted unless he has faithfully discharged all the duties incident to the inferior position.

In promoting from the ranks, those should be selected who have distinguished themselves by unusual proficiency and uniform correctness; nor should there be any hesitancy in placing a well-drilled student in a position above a lazy Sergeant.

All parties, before promotion, should be required to pass an examination in tactics. For Sergeants, this examination may embrace the school of the soldier only, while for commissioned officers it should include the ordinary company evolutions—at least those which have been already taught the company.

This will, in a great measure, preclude the necessity of instructing the officer in his own particular duty while on drill, thereby devoting too much time to the individual, which should be devoted to the company.

For promotions to the field and staff, this examination should be much more extensive, and should include the school of the soldier, the school of the company, and also ordinary battalion movements.

A student about to be promoted should be notified of the intention, and allowed a stated time (one or two weeks) to prepare himself for examination. This will be conducted by the Military Superintendent, and may take place in the presence of the cadet officers of the institution, and of other parties. It should be thorough and rigid, and all questions should be submitted in writing, and the answers required to be written underneath in a legible hand. If the result is satisfactory, the promotion may be made at once, and announced at orders; if not, the candidate may be returned to his place, and allowed more time for preparation, or another student may be examined for the position.

By adopting this plan for promotion, good officers may be always secured, and it will prove, moreover, an incentive to all to acquaint themselves more fully with all the minutiæ of the drill.

DRESS PARADE.

Dress parade and drill with arms and equipments should be required at least as often as once per week. On this day the muskets should be inspected, and if the slightest particle of rust or blemish is discovered upon any part of the weapon, the student carrying it should be reported, and deprived of his musket practice on the next practice-day. Thus the muskets will be kept in perfect order.

On this parade no instruction will be given, but the corps will be exercised on the movements, etc., which have been already taught.

THE ARMORY.

The apartment selected for an armory should be perfectly free from dampness, and should be warmed. It should be located in an accessible part of the building, and on the first floor.

Racks, made of narrow scantling, should be placed around the wall, in such a manner as to support the muskets in a perpendicular position, allowing a space of three inches at least between them, or, instead of the above, shallow cases, with glass doors, may be substituted.

Tents, extra accoutrements, and other articles should have an appropriate place, and be so arranged as not to encumber the floor.

Gunpowder, blank cartridges, and fixed ammunition, if kept in the armory at all, should be carefully boxed and placed beyond the reach of accidents.

Each officer will keep his own sword, sash, etc., in his own quarters, or they may be kept in a case in the armory, as may be judged expedient.

The keys of this apartment are intrusted to the officer having charge of the arms, (the Quartermaster or Sergeant of Ordnance,) who will be held responsible for the safe-keeping of its contents; and all persons should be expressly prohibited entering the same, without his permission.

Tents should be unrolled, spread, and aired twice a month, when not in use, to prevent mildew and mold from collecting on them.

ARMS.

The care of the arms, ammunition, accoutrements, etc., should be intrusted to the Sergeant of Ordnance, if such an officer is comprised in the corps; if not, this duty will devolve upon the Quartermaster. All arms should be kept in the armory, fastened in their places either in racks or cases, with bayonets fixed, hammers down upon the cones, and stoppers in the muzzles.

A particular musket should be assigned to each member of the corps, which he should be required to keep in perfect order, and which no other person should ever be permitted to carry. To this a place should be assigned in the armory, corresponding to its owner's place in the ranks. Each officer, as well as non-commissioned officer and private, should have a musket thus assigned to him.

After firing, the barrel should be cleared, by passing wet cloths down inside its entire length until no dis-

coloration of the cloth takes place; these are succeeded by dry ones, and, last of all, an oiled cloth is pushed to the bottom, and, after being slightly rammed, is withdrawn, leaving the interior of the barrel in perfect order.

After firing with percussion-caps or with tape alone, the oiled cloth is all that will be necessary, but this should never be omitted; for this purpose a woolen rag moistened with oil will be carried at all times in the cap-box or cartridge-box.

Particular care should be taken that the cone and outside of the lock be kept free from rust or blackness.

To clean the entire musket, it is necessary that the barrel should be removed, also the lock and guard. Should force be necessary, to remove or replace any part, it should be done with a wooden mallet and *never with a hammer.* If the barrel is corroded with rust, it may be cleaned by using fine emery-paper, rubbing it lengthwise of the barrel, *and not across it.* A similar process will remove the rust from the bands, locks, guard, etc.

The various parts, being perfectly cleaned, should then be slightly oiled, and not polished, for although polishing improves the appearance of the steel, it renders it much more liable to be tarnished. Brass mountings are to be cleaned with rotten-stone and oil—emery-paper scratches them.

Muskets should never be allowed to stand loaded in the armory for even a single hour.

They are to be cleaned by those who carry them, under the direction of the Quartermaster or Sergeant of Ordnance, three or four only being commenced at a single time.

ACCOUTREMENTS.

A full set of accoutrements is given to each student, and fitted, if possible, without cutting the belts, slings, etc.

These he should keep in his room, and never suffer them to be found elsewhere, except when in use upon his person on duty.

This will obviate the tedious delay of putting them on at the armory after the signal for drill has been given.

Black belts, cartridge-boxes, bayonet-scabbards, etc., are polished with ordinary paste-blacking. If the belts, etc., are white, they may be cleaned as follows: take pipe-clay and dissolve it in clear warm or cold water, and make a paste of it, so diluted with water as not to be too liquid or too thick. With a soft brush apply as many coats of this whiting as may be necessary, taking care to let each coat dry before another is added.

Belt-plates and cartridge-box plates like those of the U. S. Army should not be scoured, as they are covered with a coating of lacquer, which prevents them from corroding, but, if removed, exposes the surface of the plate to the action of the atmosphere. *If after long use, however, they should become black, they may be cleaned with rotten-stone and oil.*

In putting on the accoutrements, care should be taken to place the bayonet-scabbard well behind the hips, that it may not interfere with the musket when carried on the left side.

ORDNANCE DEPARTMENT.

The Ordnance Department should be under charge of the Sergeant of Ordnance, or, in the absence of such an officer, the Quartermaster.

He will also attend to the manufacture of all cartridges, etc., etc., that may be required to be made. Musket-cartridges are made of paper in the following manner:

Having prepared the paper, which should be strong, but not too thick, by cutting it first into strips of eight and a half inches wide; then cutting these strips crosswise into smaller strips four and a half inches in width, and then cutting these last diagonally, so that the pieces will be three inches on one side and five and a half on the other; the pieces are then rolled on a small cylindrical stick of the same diameter as the ball to be used, about six inches long, having a spherical cavity at one end and rounded at the other. The paper is laid on a table with the side perpendicular to the bases next the workman, the broad end to the left, the stick laid on it with the concave end half an inch from the broad edge of the paper, and enveloped in it once. The right hand is then laid flat on the stick and all the paper rolled on it. The projecting end of the paper is now neatly folded down into the cavity of the stick, pasted, and pressed on a ball imbedded in the table for the purpose.

Instead of being pasted, these cylinders may be closed by choking with a string tied to the table, and having at the other end a stick by which to hold it.

The convex end of the *former* is placed to the left, and after the paper is rolled on, the *former* is taken

in the left hand and a turn made around it with the choking-string half an inch from the end of the paper.

Whilst the string is drawn tight with the right hand, the *former* is held in the left, with the fore-finger resting on the end of the cylinder, folding it neatly down upon the end of the *former*.

The choke is then firmly tied with twine.

For ball-cartridges, make the cylinders and choke them as above described, and the choke tied without cutting the twine.

The *former* is then withdrawn, the ball put in, and the concave end of the *former* put in after it. The half-hitches are made a little above the ball, and the twine cut off.

For ball and buckshot-cartridges make the cylinder as before; insert three buckshot, fasten them with a half-hitch, and insert and secure the ball as before.

For buckshot cartridges, make the cylinder as before, insert four tiers of three buckshot each, as at first, making a half-hitch between the tiers and ending with a double hitch.

To fill the cartridges, the cylinders are placed upright in a box, and the charge poured into each from a conical charger of the appropriate size; the mouths of the cylinders are now folded down on the powder by two rectangular folds, and the cartridges bundled in packages of ten. For this a folding-box is necessary; it is made with two vertical sides, at a distance from each other equal to five diameters of the ball and two diameters high.

Cartridges for cannon are made of red flannel, cut (for a six-pounder) in pieces ten by twelve inches and sewed into the form of a bag. Into this the powder is

poured, in quantities varying from three quarters to one and a half pounds, and the top of the bag then tied with a cord.

The powder used for cannon should be very coarse, as fine powder is apt to hang fire.

If it is desirable to increase the loudness of the report, a wad of wet hay may be rammed upon the cartridge.

Turf should be avoided, as the sand or gravel clinging to the roots is liable to burst the gun.

Should it be deemed advisable, a morning and evening gun may be fired, as the colors are run up at sunrise and down at sunset.

This may be done by a squad of six students under the command of the Sergeant of Ordnance, or two squads may be detailed one for the morning and one for the evening.

The gun may be charged with reduced cartridges, say half a pound for a six-pounder, covered with a wad of wet hay, and well rammed.

The piece may be slightly depressed to increase the loudness of the report.

BOOKS.

The books necessary for the military department of a school consist of:

1. A Record Book of Credits and Demerits.
2. A Daily Report-Book.
3. A Guard-Book.
4. An Order-Book.
5. A Regimental Roll-Book.
6. An Ordnance-Book.
7. A Quartermaster's Book.

The Record-Book is ruled with a wide column on the left-hand side of the page for names, with the remainder divided into smaller spaces corresponding to the days of the week, (for eight or ten weeks.)

In this are entered all demerits assigned for general delinquencies which are reported in the Report-Book of the officer of the day, and also all credits given for extra duty, etc., etc.

This book is kept by the Adjutant, who is responsible for its correctness.

The Daily Report-Book contains the record of all delinquencies for the day in the following form:

REPORT OF THE OFFICER OF THE DAY FOR FEB. 12TH, 1862.

No. 24,	Absent from Reveille.	By Capt. Stiger.
18,	Disorder in Ranks.	" Lieut. Wilson.
6,	Absent from Class.	" Prof. Lowry.
5,	Boots not blacked at Inspection.	" Mil. Supt.
16,	Disorder in School.	" Prof. Lockwood.

The above are all the delinquencies noted by me during my tour of duty.

Lieut. THOMAS WILMOT,
Officer of the Day.

This report will include all delinquencies of any nature whatever, which may occur during the day.

The first column contains the number of the student, the second the offense, and the third the name of the party reporting it.

This report is read at evening parade, for information, and excuses are heard at the "Settlement of the Book," after tea.

If the report is excused, a mark is drawn across the number; if not, it is allowed to stand, and the usual number of demerits is entered at once, by the Adjutant, against the student in the Record-Book.

The Guard-Book contains a list of those confined on guard for punishment or to make up deficient lessons, and is kept as follows:

MARCH 6th, 1862.

Nos. 21, 25, 32. To make up lessons in geometry for to-day, in the mathematical recitation-room, at 2 o'clock P.M.

J. LOCKWOOD, Instructor.

Nos. 2, 3, 7, 8. To be confined to quarters until parade, for punishment.

F. N. FREEMAN, Mil. Sup't.

This book the officer of the guard will present to each of the instructors, for their several guard-lists, just before the close of school each day.

If the student is subsequently excused, the officer of the guard will erase his name from the guard-list.

The Order-Book will be kept by the Adjutant, and will contain all orders, general and special, and an index.

The Regimental Roll-Book will also be kept by the Adjutant, and will contain the roll of the field and staff officers, and also of the separate companies and their officers, arranged as follows:

ROLL.

A. B., Col. C. D., Lieut.-Col. E. F., Major. G. H., Adjutant. I. J., Qmtr., etc.

CAPTAINS.	DATE OF COMMISSION.	LIEUTENANTS.	SERGEANTS.	CORPORALS.
Gleason.	January 5th, 1860.	Hill, Wells.	Brown, Bates, Jones, West.	Brett, Deane, Cull, Hill.
Clark.	February 7th, 1860.	Scott, Greene.	West, Bond, Cook, Ayers.	Hughes, Smith, Towle, Birney.
Bell.	June 1st, 1861.	Bent, Bush. Etc.. etc.	Chase, Lord, Mason, Scott, Etc., etc.	Sears, Cox, Little, Cobb. Etc., etc.

ROLL OF COMPANIES, (Privates.)

FIRST COMPANY.	SECOND COMPANY.	THIRD COMPANY.	FOURTH COMPANY.
Antony,	Temple,	Carter,	Small,
Davis,	Briggs,	Page,	Thomas,
Boyd,	Adams,	Brown,	Phillips,
Thompson.	Paine,	Smith,	Town,
Etc., etc.	Etc., etc.	Etc., etc.	Etc., etc.

The Ordnance-Book, kept by the Sergeant of Ordnance, will contain an account of all arms, equipments,

ammunition, etc., etc., in the armory or elsewhere, and will also show the exact amount of issues made from the armory.

This book the Military Superintendent will examine at least once each month, that he may know the exact amount of ammunition expended, and how it has been used.

This or a similar book will also contain the record of shots made in practice, in order to show the relative improvement in firing made by each member of the corps, as follows:

RECORD OF SHOTS FIRED AT EAGLESWOOD,
April 11th, 1862.

NAMES.	FIRST SHOT.	SECOND SHOT.	TOTAL.	
J. F. Foster,	1	2	3	Ball cartridge.
S. F. Hoard,	3	1	4	Distance 100 yards, with rest.
H. H. Coston,	0	3	3	
H. W. Baldwin,	1	3	4	Target—6x2 feet; center, 2 feet; bull's eye, 8 inches.
H. E. Kidd,	1	1	2	Two-inch plank, covered with boiler-iron ⅛ of an inch thick.
T. Voorhees,	1	1	2	
O. M. Stiger,	1	0	1	Balls passed through.
C. Mandeville,	0	1	1	Weather very cold; slight wind.
Coburn,	0	0	0	
Wilson,	0	0	0	H. P. GRAY, Serg't Ord.
Cass,	0	0	0	
Gray,	0	1	1	G. D. CASS, Adjutant.

The Quartermaster's Book will be similar to the Ordnance-Book, and will contain like matters pertaining to the Quartermaster's department.

FURLOUGHS.

In many schools students are occasionally permitted to visit their homes during the regular session of the school. To cause them to return promptly, the following plan may be adopted with probable success:

Let each student, at his departure, be furnished with a furlough as follows:

HEAD-QUARTERS EAGLESWOOD MILITARY ACADEMY, }
———, 1862. }

————————, of Company ——, Captain ————, of the Eagleswood Military Academy, has leave of absence from the —— day of —— instant, at —— o'clock A.M., until the —— day of —— instant, at —— o'clock P.M., he having received a furlough for that time, at which last period he will rejoin his Company, and report himself at these headquarters.

————————.

This, signed by the Military Superintendent, will fix definitely the time of the student's return; and should he forfeit this, by remaining absent beyond its expiration, he may be punished, if he be an officer, by degradation to the ranks. If a private, he may be put on the list as incapacitated for promotion for a certain time. No excuse for absence beyond the stated time, should be considered valid, except an interposition of Providence, such as the failure of means of conveyance or the written certificate of disability from a regular physician.

The chief use of the furlough, is to keep continually before the student the fact that he is pledged to return to his duties at a certain stated time, and it may be presented on his return as an excuse for all reports of absence from duty, which have been made against him during its continuance.

Should a student absent on furlough find it to be inconvenient or impossible to return at the expiration of the same, his proper course would be to write (previous to its expiration) for an extension, which, however, may or may not be granted, as may be judged expedient.

ORDERS.

Orders are of two kinds—general and special; and are numbered from the beginning of the year.

General orders announce the hours and places of roll-calls and duties; police regulations and the prohibitions required by place and circumstances; rules and regulations of the school; promotions and appointments, and whatever else it may be important to make known to the entire command.

Special orders are such as do not concern the entire body, but relate to the duty of some particular part only, as the detachment of individuals, granting requests, etc.

These orders are usually issued by some staff officer, but they should be previously read and approved by the Military Superintendent.

The order will state at the head the date and place from which it emanates, and at the foot the name of the officer giving it, namely:

HEAD-QUARTERS EAGLESWOOD MILITARY ACADEMY,
February 8th, 1862.

GENERAL ORDERS, No. —.

By order of Col. A. B.

GEORGE D. CASS, Adjutant.

MUSIC.

It is a mistaken idea that men should be taught to march by music. They should first learn to keep the step by watching the motions of the shoulders, up the line when marching by the flank, and by occasionally casting the eye along the ranks when marching in line. When this is accomplished, they may be allowed to march to the beat of the drum, but not before. The only music ever needed by a school, for ordinary military purposes, is a drum and fife, and even these, except for dress parade, should generally be dispensed with.

Men should be taught to keep the step, when marching by the flank, by observing the sway of the shoulders, regardless of the step of the next in front, who may or may not be *in step.*

The chief fault of the recruit is that he will look at the feet of the one next in front of him, and endeavor to keep the step with him, quite regardless of what the step of the guide may be.

ARRESTS.

Officers may be put under arrest for misconduct of any kind, or neglect or disobedience to orders.

The commanding officer may assign to an officer under arrest greater limits than his quarters, at his discretion.

In ordinary cases an officer may be put under arrest by a sealed order, directed to him, and be thereby spared the mortification of a public arrest. He need not be publicly deprived of his sword; the sealed notification will be sufficient to prevent him from wearing it.

An officer under arrest is deprived of his command for the duration of the arrest, and he will communicate with his superior only in writing. For ordinary offenses, the public censure of the superior will be all the punishment which is necessary for officers.

On parade an officer under arrest will follow in the rear of his command, unless otherwise ordered.

Privates under guard may be confined to their quarters, or any other fixed limits, and unless confined by written charges, are discharged by the *officer of the day* at evening parade.

OFFICERS' SWORDS.

As a general rule, officers draw their swords when assuming the command of their several detachments. The sword should be carried with the edge directly to the front, the back of the blade touching the right shoulder, the arm straight by the side, free from restraint and never allowed to swing.

TO SALUTE WITH THE SWORD.

At the distance of six paces from the person to be saluted, raise the sword perpendicularly with the right hand, the point up, the flat of the blade opposite to the right eye, and guard at the height of the shoulder, and the elbow supported on the body. Drop the point of the sword, in extending the arm, so that the right hand may be brought to the right thigh, and remain in that position until the person to whom the salute is rendered shall be passed or shall have passed six paces.

COMPLIMENTS.

To good discipline, courtesy is indispensable, and no good soldier thinks himself lowered by a respectful demeanor towards his superiors; nor should he forget that a salute *off duty* is more than a matter of military etiquette, and that his respect should not be confined to the parade-ground alone, but should be carried into all situations in which he may be placed.

The salute without arms is made with either the right or left hand, and is executed in *one time* and *four motions.*

The instructor commands: RIGHT-HAND SALUTE. *First motion.*—Extend the arm horizontally to the right, palm downwards. *Second motion.*—Carry the hand to the visor of the cap. *Third motion.*—Carry the arm back to the horizontal position. *Fourth motion.*—Drop the hand quickly to the side.

The *left-hand salute* is the same as for the right.

The salute is made with the hand opposite the person saluted.

It is the duty of the inferior to accost or offer the salute. These cases suppose the parties, or one of them, to be without arms.

With arms in hand, the inferior, in reporting or receiving orders addressed to him individually, will bring the sword to the sword salute; or if a Sergeant, will salute by throwing the left arm across the body to the right shoulder, palm downward.

A sentinel will *carry arms* to all officers, whether in uniform or not, and *present arms* to the *commanding officer of the post*, *the officer of the day*, and to all General or Field Officers.

SALUTES.

A national salute is determined by the number of States composing the Union, at the rate of one for each State.

The President of the United States alone, is entitled to receive a salute of twenty-one guns.

The Vice-President a salute of seventeen.

The heads of the great departments of the national Government, the General commanding an army, Governors of States and Territories within their respective jurisdiction, fifteen guns.

A Major-General, thirteen guns.

A Brigadier-General, eleven guns.

Envoys and Ministers of the United States and foreign powers, thirteen guns.

Salutes to individuals are fired on their arrival only.

A national salute is fired on the Fourth of July, at noon, at each post and camp provided with artillery and ammunition.

FLAGS.

The garrison flag is made of bunting, thirty-six feet fly and twenty feet hoist, in thirteen horizontal bars of equal width, seven red and six white, beginning with red.

In the upper quarter, next the staff, is the Union, composed of a number of white stars equal to the number of the States, on a blue field one third the length of the flag, extending to the lower edge of the fourth red stripe from the top.

The stars may be arranged in lines, one row above the other. The plan of arranging the stars in one large star is not according to any army or navy regulation.

A battalion of less than five companies has no right to carry a regimental flag.

COMPANY ROLL-CALLS.

At the signal, all company officers and privates will assemble upon the company parade-ground, where the Orderly Sergeant, having stationed one or two men to serve as a basis for the formation, will command: "*Fall in!*" The files will fall in in single rank,* faced to the right flank, with the second sergeant on the left. Having allowed a short time to elapse for the students to secure their places, he will command: "*Attention, Company! Front Face! Right Dress!*"

At the first command the company will come to *attention*, and all conversation will cease. At the second, they will face to the front; and at the third, will dress the line by the right. The Sergeant will correct the direction of the line by commanding, "*Forward in the center*," "*Back on the left*," "*Last four files forward*," etc., etc., as may be necessary. On seeing them correctly aligned, he will command, "*Front!*" will pass down the line to the center of the company, face to the right, and pass out until his distance from the line shall be equal to about half its length, when he will *about face* and proceed to call the roll, each student answering "here" audibly, as his number is called.

* For school purposes, when the number of students is fifty, or thereabouts, single rank is preferable, also formation by the right.

For convenience in calling rolls and making reports, each student should on entering the school be assigned a certain *number*, which he will retain so long as connected with the institution.

While the company is falling in, the Captain or some commissioned officer will be present to preserve order, and while the roll is being called the other company officers will take up their places in the line of file-closers.

The roll being called, the Orderly will face about and salute the Captain, who will be standing — paces in front of the center of the company, and report to him the numbers of those absent or late.

These numbers the Captain will take down upon a piece of paper for the report of the day. He will then acknowledge the salute, the Orderly will face the company and take up his position again upon the right. Should any student arrive too late to fall in in his place before the command, "*Right Dress*," he will take up his position on the left next above the Second Sergeant. If, however, the Captain should subsequently wish to have them in their proper places, he will command, "*Right Face! Size, March!*" when each will take up his proper place in the line.

There will be at least four stated roll-calls daily, namely, Reveille, Morning Inspection, Drill, and Evening Parade.

They will be made on the company parades, by the First Sergeants, *superintended* by a commissioned officer.

The daily reports of the companies, signed by the Captains, will be handed to the Adjutant before three o'clock P.M., and will be, by him, consolidated and handed to the officer of the day, for entry on the daily report.

DAILY DUTIES.

Under this head it is proposed to present a plan of all the operations of the day, which, with some modifications, may be adapted to almost any institution.

The day commences with *Reveille*, in winter at six o'clock A.M., in summer at five or half-past five o'clock. This signal is given by the drummer, who is called by the *officer of the day* at the proper time.

The drum is to be beaten in all the halls, corridors, etc., of the building, sufficiently long to arouse those sleeping near the same. At this signal all students (except some senior officers who may be specially excused) will rise and dress themselves sufficiently for attending the roll-call, which will take place ten minutes later. This will be a company roll-call, and will be conducted according to the principles laid down on page 49.

It may be held in one of the halls, or in any convenient place sufficiently large to form the company.

At this, students are not required to be fully dressed, but may come into the ranks without vests or in slippers, but not without coats.

Roll-call being over, they retire to their rooms to dress for inspection, which takes place at seven o'clock, or just before breakfast. This, like the preceding, is a company roll-call, and conducted on the same principles.

The roll being called, the company will be formed in two ranks, and the ranks opened to the rear by the Captain, who will then take his place on the right of the line, and command, *Parade Rest.* At this command all officers, field and staff, will take up their positions;

the senior officer twice the length of the company in front and facing the line, and the other field and staff-officers at a distance in front equal to the length of the company, facing to the front, the line of file-closers in rear.

The Inspector (the Military Superintendent or Principal) will then pass down the line of the officers, the line of the front and rear ranks, and the line of file-closers in succession, observing every student, that he is fully dressed, boots blackened, and otherwise in a proper state of dress and general appearance.

This being done, he will intimate to the senior officer that the ceremony is finished. The officer will then announce, "*Field and Staff dismissed*," when officers will break off from the company. The officer will then salute the Captain, giving up to him the charge of the company, and retire.

The Captain will then close the ranks and march the company off to breakfast.

Should any be found at inspection who are not properly dressed, they may be sent out of ranks, to complete their toilet, or may be reported to the *officer of the day*, who will pass along the lines with the Inspector. After breakfast the school may assemble for morning devotions.

At eight o'clock the academic duties commence, and continue until one o'clock P.M.

At this hour the company will fall in as before, the roll will be called, and the company will march to dinner.

From dinner until four o'clock P.M. should be allowed to the students for recreation, and at four the signal for drill is given.

Drill will continue until five and a half, or six o'clock, which is all the time that can profitably be devoted to it; a longer period soon fatigues the student, and disgusts him with the exercise.

At six o'clock evening parade takes place, (see below,) and is followed immediately by tea, which being over, the school will assemble for evening devotions. At the conclusion of these comes the "Settlement of the Book," at which the report of the *officer of the day* is read, excuses heard, and demerits assigned.

At seven the academic duties are resumed by an hour of study, and at nine o'clock the signal of *Tattoo* is given, at which time all students, except the officer of the day and Quartermaster, will retire to their rooms. At half after nine *Taps* are beaten, after which time all lights must be extinguished.

The officer of the day will then pass through the quarters and report any room in which a light is burning.

EVENING PARADE.

The ceremony of evening parade will take place immediately before tea, daily. The companies having been formed on the company grounds and the rolls called, each by its own Sergeant; the Adjutant, having established two markers on the extremities of the line where the battalion is to form, will direct that the *Adjutant's call* be beaten, when the Captains will march their companies to the regimental parade, where they will take up their positions in the order of battle. When the line is formed, the Captain of the first company, on

notice from the Adjutant, steps one pace to the front and gives to his company the command, "*Parade Rest!*" which is repeated by each Captain in succession to the left. The Adjutant takes post two paces on the right of the line, the Sergeant-Major two paces on the left. The Colonel, or senior officer present will take the command of the parade, and will take post at a suitable distance in front, opposite the center, facing the line, and at the same time the Lieutenant-Colonel and Major will take their positions in order of battle.

The Adjutant will then step two paces to the front, face to the left, and command: "*Attention, Battalion. Prepare to Open Ranks. To the Rear, Open Order,* MARCH!"*

At the last command the ranks will be opened according to the system laid down in the Infantry Tactics, the commissioned officers marching to the front, the company officers four paces, the field officers six paces, opposite to their positions in the order of battle, where they will halt and dress.

The Adjutant, seeing the ranks aligned, will command, "FRONT!" and march along the front to the center, face to the right, and pass the line of company officers eight or ten paces, when he will salute, and report: "SIR, THE PARADE IS FORMED." The Adjutant will then, on intimation to that effect, take his station three paces on the left of the commanding officer, one pace retired, passing round the rear. The commanding officer having acknowledged the salute of the line by

* If there is music, the order, "*The Troop, Beat Off!*" will be given first, when the music will pass down the line, playing common time, and return to their places on the right, at quick time. The Adjutant will then command, "*Attention, Battalion! etc., etc.*

touching his hat, will, after the Adjutant has taken his post, command, "BATTALION, RIGHT FACE!" and such other exercises as he may think proper. This being done, he will direct the Adjutant to receive the reports.

The Adjutant will now pass around the right of the commanding officer, advance upon the line, halt midway between him and the line of company officers, and command: "*First Sergeants to the Front and Center*, MARCH!" At the first command they will march two paces to the front, and face inward.

At the second command, they will march to the center and halt. The Adjutant will then order: "FRONT FACE! *Report.*"

At the last word, each in succession, beginning on the right, will salute by bringing the left hand smartly across the breast to the right shoulder, and report the result of the roll-call previously made on the company parade.

The Adjutant again commands, "*First Sergeants, Outward* FACE! *To your Posts*, MARCH!" when they will resume their places.

The Adjutant will now face to the commanding officer, salute, report absent officers, and give the result of the First Sergeants' reports. The commanding officer will next direct the orders to be read, when the Adjutant will face about and announce: "*Attention to Orders!*"

He will then read the orders; also the detail for *Officers of the Day and Guard* for the succeeding day; also the report of the day. The Adjutant will then face to the commanding officer, salute, and report, when, on an intimation from the commander, he will face again to the line, and announce: "*Parade Dis-*

missed." All the officers will now face inward and close on the Adjutant; he having taken position in their line, the field-officers on the flanks, the Adjutant commands, "*Front* FACE! *Forward*, MARCH!" when they will march forward, dressing on the center, and when within six paces of the commander, the Adjutant will give the word: "HALT!"

The officers will then salute the commanding officer by raising the hand to the cap, and there remain until he shall have communicated to them such instructions as he may have to give, or intimates that the ceremony is finished. As the officers disperse, the First Sergeants will march their respective companies to the company parade-grounds, where they will be dismissed. All field and company-officers and men will be present at evening parades, unless especially excused, or on some duty incompatible with such attendance.

This supposes the battalion to be without arms, as will, according to the plan here laid down, usually be the case.

OFFICER OF THE DAY.

The *officer of the day* is detailed daily at evening parade, and enters upon his tour of duty at once. He will probably, in most cases, be selected from the ranks, as the number of officers will be too small to furnish an officer every day during the entire session. He should be excused from all academic duties, that he may give his entire time to the duties of his position. Directly after evening parade he will receive the sword, sash, and report-book from the old officer of the day.

It will be found convenient to order that he wear the

sword and sash at all times during his tour of duty; also that he appear in full uniform.

The sash is worn across the body, from the right shoulder to the left hip, like a scarf.

He must be present at all roll-calls, and attend to the giving of all signals. He will remain on the premises during his tour of duty, and will attend to the execution of all orders or arrangements that may be placed under his charge, by a higher authority. If the students have a study-room, he will occupy a place near the desk of the teacher having charge of the room, will call all rolls, receive and record all reports for misdemeanor occurring there.

His place at evening parade is—paces in the rear of the center of the line, or if desirable, he may be placed three paces to the right and rear of the officer commanding.

OFFICER OF THE GUARD.

Like the *officer of the day*, this officer is detailed daily at *evening parade*. His duties consist in confining to the prescribed limits, those who are under arrest for delinquencies.

He is generally detailed from the non-commissioned officers or privates.

At roll-calls his place will be in rear of the center of the line. He will also see that those under guard are marched up and are in line at that place, before the roll is fully called.

UNIFORMS.

A regular uniform will of course be adopted. This may be of a dark blue or of a gray color. Experience shows that the blue will wear longer and look better than the gray.

Coats should be made single-breasted, with a row of nine buttons in front, placed at equal distances; sleeves rather full, with three small buttons on the under-side of the cuff; the skirt to extend from two thirds to three fourths of the distance from the top of the hip to the bend of the knee; standing collar, to rise no higher than to permit the chin to turn freely over it, to hook in front at the bottom and slope thence to the top, at an angle of about 30° on each side.

Pockets in the folds of the skirt should have one button at the top and one at the bottom of each pocket. The hip-button should range with the lowest breast-button of the coat.

Trowsers should be made of cloth similar to the coat, to fit loosely over the boot, and may have a welt or stripe of some appropriate color and material down the outer seam of each leg.

The buttons may be the ordinary eagle button of the U. S. Army, or those constructed on some device appropriate to the school.

The best and most desirable cap that can be adopted is the fatigue-cap of the volunteer militia of the State of New-York, which is not so heavy and cumbersome as the fatigue-cap of the U. S. Army. This, trimmed with dark-blue cord and nothing else, makes a neat and appropriate cap for all purposes. Avoid trimming a uniform with gilt braid, as it will soon tarnish.

Swords, sashes, gloves, spurs, etc., had better be like those worn in the army, as they are by far the most suitable, and in the end will prove the least expensive.

The sash should go twice around the waist and tie behind the left hip, the pendent part to hang not more than eighteen inches below the tie, and it is worn over the coat on all occasions.

SHOULDER-STRAPS.

For a Colonel of infantry: light blue cloth, one and three eighths inches wide by four inches long, bordered by an embroidery of gold one fourth of an inch wide, with a silver-embroidered spread eagle, two inches between the tips of the wings, holding in the right talons an olive branch and in the left a bundle of arrows, an escutcheon on the crest, as represented in the arms of the United States.

For a Lieutenant-Colonel: the same as for a Colonel, omitting the eagle and introducing a silver-embroidered leaf at each end, each leaf extending seven eighths of an inch from the end border of the strap.

For a Major: the same as for a Lieutenant-Colonel, except the leaf, which should be gold.

For a Captain: same as for Colonel, omitting the eagle and introducing two gold-embroidered bars, of the same width as the border, placed parallel to the ends of the strap, the distance between them and from the border equal to the width of the border.

For a First Lieutenant: same as for Captain, omitting one bar.

For a Second Lieutenant: same as for Colonel, omitting the eagle.

CHEVRONS.

The rank of non-commissioned officers is marked by chevrons upon both sleeves of the uniform coat, above the elbows, points downward, and may be made of worsted or gilt braid, one half an inch wide, as follows:

For a Sergeant-Major: three bars and an arc.

For an Ordnance-Sergeant: three bars and a star.

For an Orderly-Sergeant: three bars and a lozenge.

For a Sergeant: three bars.

For a Corporal: two bars.

SUNDAY REGULATIONS.

All students should be required to attend divine service at least once (unless prevented by sickness or inclement weather) on the Sabbath.

For this purpose they will be formed as a company, in double rank, and may be marched by column of platoons or by the flank.

The officers may walk in their respective places or in front, the field and staff in the rear. Should the state of the street be such as to prevent the company from marching by platoons, they may be marched by the flank, in two ranks, on the sidewalk; but care should be taken not to block up the way or interfere with other parties who may be walking in a contrary direction.

It is neither gentlemanly nor soldierlike to so occupy a public thoroughfare as to inconvenience others.

On Sunday afternoons students may be permitted to occupy their rooms, to walk about the grounds, to read, and engage in such other proper occupations as the

Principal shall judge advisable, if they do not attend divine service.

The roll-calls on this day will be the same as those on any other, excepting only the school and drill roll-calls. Order and quiet should be preserved throughout the entire day.

INSPECTORS.

In addition to the other officers appointed in the school, a number of Inspectors may be appointed. These, however, are in no way connected with the military department, but the author will venture to depart for a moment from this, to explain how the appointment of these may be made useful. The duties of the Inspector are to examine all the localities apportioned to him once each day, and to hand in a report of their condition at the *settlement of the book.* He will specify if glass has been broken in windows, wood-work of or about the buildings cut or defaced in any manner; in short, if damage has been done to any part of the buildings over which he is placed.

These Inspectors may receive the privileges of officers as a reward for the faithful discharge of their duties. The report may be as follows:

REPORT OF THE INSPECTOR OF THE GROUNDS OF THE EAGLESWOOD ACADEMY, FOR APRIL 16TH, 1862.

REPORT—One tree broken.
Parade-ground cut up, by riding horses over it.
Otherwise the same as yesterday.

Cadet Private BALDWIN, Inspector.

By this system all damage will be at once reported to headquarters, and much carelessness in the building and grounds, will be avoided.

CAMP DUTY.

A few days in midsummer may be very agreeably and profitably employed in camp.

For this purpose some convenient spot may be selected. A camping party, consisting of a staff-officer, lieutenant, and ten privates, will be appointed to reconnoiter the ground and form the plan of the camp. This being done, tents will be provided, at the rate of one for every six privates, one for every three commissioned officers, and one for the officer commanding; also tin cups and plates, with such other camp equipage, as kettles, pails, axes, spades, camp-stools, etc., etc., as may be necessary.

In addition to these, each student should take the following articles: two towels, two pair of stockings, toilet articles, such as brushes, combs, etc., and two large blankets. These articles, properly packed, will be delivered to the Quartermaster, and will be moved by the baggage-wagons. Every thing being prepared, the battalion will proceed to the camping-ground in column of companies. The line will be formed immediately, on the color front, and the arms stacked. The details for guard and for arranging the camp will be read by the Adjutant, the sentinels stationed, and the tents pitched.

The plan of the camp will have been arranged by the commanding officer before the battalion arrives on the ground. Rations will be issued by the Quartermaster or by a Commissary appointed. Kitchens, or places for fires, will be constructed in the rear of the company-tents, and at a distance of at least twenty-five feet. Such regulations as the circumstances may render necessary will be adopted by the commanding officer.

GUARD-MOUNTING.

Guards will be relieved every twenty-four hours, and oftener if the Commanding Officer shall so direct.

At the first call for guard-mounting, the men warned for duty turn out on their company parades for inspection by the First Sergeants; and, at the second call, repair to the regimental parade, conducted by the First Sergeants. Each detachment, as it arrives, will, under the direction of the Adjutant, take post on the left of the one that preceded it, in open order, arms shouldered and bayonets fixed; the supernumeraries five paces in the rear of the men of their respective Companies; the First Sergeants in the rear of them. The Sergeant-Major will dress the ranks, count the files, verify the details, and, when the guard is formed, report to the Adjutant, and take post two paces on the left of the front rank.

The Adjutant then commands *Front!* when the officer of the guard takes post twelve paces in front of the center; the Sergeants, in one rank, four paces in the rear of the officers; and the Corporals, in one rank, four paces in the rear of the Sergeants, all facing to the front. The Adjutant then assigns their places in the guard.

The Adjutant will then command: 1. *Officers and non-commissioned Officers.* 2. ABOUT—FACE. 3. *Inspect your Guards*—MARCH.

The Non-commissioned Officers then take their posts. The Commander of the guard then commands: 1. *Order*—ARMS! 2. *Inspection*—ARMS! and inspects his guard. When there is no Commissioned Officer on the

guard, the Adjutant will inspect it. During inspection the band will play.

The inspection ended, the officer of the guard takes post as though the guard were a company of a battalion, in open order, under review; at the same time, also, the officers of the day will take post in front of the center of the guard; the old officer of the day three paces on the right of the new officer of the day, one pace retired.

The Adjutant will now command: 1. *Parade*—REST. 2. *Troop—Beat off!* when the music, beginning on the right, will beat down the line in front of the officer of the guard to the left, and back to its place on the right, where it will cease to play.

The Adjutant then commands: 1. *Attention!* 2. *Shoulder*—ARMS! 3. *Close order*—MARCH!

At the words "Close order," the officer will face about; at "March," resume his post in line. The Adjutant then commands, *Present*—ARMS! at which he will face to the new officer of the day, salute, and report, "*Sir, the guard is formed.*" The new officer of the day, after acknowledging the salute, will direct the Adjutant to march the guard in review, or by flank, to its post. But if the Adjutant be senior to the officer of the day, he will report without saluting with the sword then, or when marching the guard in review.

In review, the guard march past the officer of the day, according to the order of review, conducted by the Adjutant, marching on the left of the first division; the Sergeant-Major on the left of the last division.

When the column has passed the officer of the day, the officer of the guard marches it to its post, the Adjutant and Sergeant-Major retiring. The music, which

has wheeled out of the column, and taken post opposite to the officer of the day, will cease, and the old officer of the day salute, and give the old or standing orders to the new officer of the day. The supernumeraries, at the same time, will be marched by the First Sergeants to their respective company parades and dismissed.

In bad weather or at night, or after fatiguing marches, the ceremony of turning off may be dispensed with, but not the inspection.

The officer of the old guard, having his guard paraded, on the approach of the new guard, commands: *Present* —ARMS!

The new guard will march, in quick time, past the old guard, at *shouldered arms*, officers saluting, and take post four paces on its right, where, being aligned with it, its commander will order: *Present*—ARMS!

The two officers will then approach each other and salute. They will then return to their respective guards, and command: 1. *Shoulder* — ARMS! 2. *Order* — ARMS!

The officer of the new guard will now direct the detail for the advanced guard to be formed and marched to its post, the list of the guard made and divided into three reliefs, experienced soldiers placed over the arms of the guard, and at the remote and responsible posts, and the young soldiers in posts near the guard, for instruction in their duties, and will himself proceed to take possession of the guard-house, or guard-tent, and the articles and prisoners in charge of the guard.

During the time of relieving the sentinels and of calling in the small posts, the old commander will give to the new all the information and instruction relating to his post.

The first relief having been designated and ordered two paces to the front, the Corporal of the new guard will take charge of it, and go to relieve the sentinels, accompanied by the Corporal of the old guard, who will take command of the old sentinels, when the whole are relieved.

If the sentinels are numerous, the Sergeants are to be employed, as well as the Corporals, in relieving them.

The relief, with arms at a support, in two ranks, will march by a flank, conducted by the Corporal, on the side of the leading front-rank man; and the men will be numbered alternately, in the front and rear rank, the man on the right of the front rank being No. 1. Should an officer approach, the Corporal will command, *carry arms*, and resume the *support arms* when the officer is passed.

SERVICE OF SENTINELS.

Guards are under the superintendence of the *officer of the day*. With view to this, he will report to head-quarters for instruction immediately before guard-mounting.

Each guard will be divided into two or three reliefs, according to the number of sentinels required. The sentinels will be relieved as often as once in every one or two hours.

A sentinel on post will always keep himself very much on the alert, observing every thing that takes place within the reach of his sight or hearing. He will never quit his arms, but move about briskly on the walk assigned him, and occupy himself solely with his duties,

without noise and without speaking, except when necessary.

He will carry his musket supported or at shoulder-arms, the bayonet fixed.

In wet weather, if there be no sentry-box, he will *secure arms.*

He will not suffer himself to be relieved except by the Relief-Corporal, or some other superior of his guard, or by some officer whom he well knows to be such. A sentinel who, under some urgent necessity, wishes to be relieved for a few minutes, or before the regular hour, will call out, "*Relief-Corporal!*" when the latter, with a sentinel, will be sent to relieve him.

A sentinel placed over the colors will suffer no person whatever under the rank of officer to touch them, unless it be the color-bearer of the regiment or a non-commissioned officer of the sentinels' guard.

If placed over a pile of arms, he will suffer no person to touch them, except by order of some officer or a non-commissioned officer of the guard.

If placed over prisoners, he will suffer no person whatever, under the rank of officer, to communicate with them, unless it be a non-commissioned officer of the guard, nor will he suffer the prisoners to leave their place of confinement.

Reliefs, off post, may be permitted to rest themselves, but not to take off their accoutrements, or to wander more than twenty paces from the post.

The sentinel at the body of the guard will be first relieved and left behind; the other most distant will be next relieved, and the others returning to the guard.

When a sentinel sees the relief approach, he will face to it and halt. At six paces, the Corporal will com-

mand, "*Relief! Halt!*" and add: "No. 1, (or the like, for the two sentinels,) ARMS PORT." At this word the two sentinels approach, when the old, under the correction of the Corporal, will whisper the instructions of the post, to the new sentinel.

This being done, the old sentinel will pass, in quick-time, to his place in the rear of the relief, the new sentinel facing the relief, when the Corporal will command, (for the two sentinels:) "No. 1, (or the like,) *shoulder* ARMS!" and add: "*Relief*, SUPPORT ARMS! FORWARD MARCH!"

Sentinels will report every breach of orders or regulations which they are instructed to enforce. Sentinels will present arms to general and field-officers, to the officer of the day, and to the commanding officer of the post. To all other officers they will carry arms.

After retreat, (or the hour appointed by the Commanding Officer,) until broad daylight, a sentinel challenges every person who approaches him, taking, at the same time, the position of *arms port.* He will suffer no person to come nearer than within reach of his bayonet, until the person has given the countersign.

A sentinel, in challenging, will call out, "*Who comes there?*" If answered, "*Friend, with the countersign,*" and he be instructed to pass persons with the countersign, he will reply: "*Advance, friend, with the countersign.*" If answered, "*Friends,*" he will reply: "*Halt, friends! Advance, one, with the countersign.*" If answered, "*Relief,*" "*Patrol,*" or "*Grand rounds,*" he will reply, "*Halt! Advance, Sergeant, (or Corporal,) with the countersign,*" and satisfy himself that the party is what it represents itself to be. If he have no authority to pass persons with the countersign, if the

wrong countersign be given, or if the persons have not the countersign, he will cause them to stand, and call: "*Corporal of the Guard!*"

In the day-time, when the sentinel before the guard sees the officer of the day approach, he will call: "*Turn out the Guard! Officer of the day!*" The guard will be paraded, and salute with presented arms.

When any person approaches a post of the guard at night, the sentinel before the post, after challenging, causes him to halt, until examined by a non-commissioned officer of the guard. If it be the officer of the day, or any other officer entitled to inspect the guard, and to make the rounds, the Non-commissioned Officer will call, "*Turn out the Guard!*" when the guard will be paraded at shouldered arms, and the officer of the guard, if he thinks necessary, may demand the countersign and parole.

The officer of the day, wishing to make the rounds, will take an escort of a Non-commissioned officer and two men. When the rounds are challenged by a sentinel, the Sergeant will answer, "*Grand rounds!*" and the sentinel will reply, "*Halt, grand rounds! Advance, Sergeant, with the countersign!*" Upon which the Sergeant advances and gives the countersign. The sentinel will then cry, "*Advance, rounds!*" and stand at a shoulder till they have passed.

When the sentinel before the guard challenges, and is answered, "*Grand rounds,*" he will reply: "*Halt, grand rounds! Turn out the Guard; grand rounds!*" Upon which the guard will be drawn up at shouldered arms. The officer commanding the guard will then order a Sergeant and two men to advance; when within ten paces, the Sergeant challenges. The Sergeant of

the grand rounds answers: "*Grand rounds!*" The Sergeant of the guard replies: "*Advance, Sergeant, with the countersign!*" The Sergeant of the rounds advances alone, gives the countersign, and returns to his round. The Sergeant of the guard calls to his officer, "*The countersign is right!*" on which the officer of the guard calls: "*Advance, rounds!*" The officer of the rounds then advances alone, the guard standing at shouldered arms. The officer of the rounds passes along in front of the guard to the officer, who keeps his post on the right, and gives him the parole. He then examines the guard, orders back his escort, and, taking a new one, proceeds in the same manner to other guards.

All material instructions given to a sentinel on post, by persons entitled to make grand rounds, ought to be promptly notified to the Commander of the guard.

Any General Officer, or the Commander of a post or garrison, may visit the guards of his command, and go to the grand rounds, and be received in the same manner as prescribed for the officer of the day.

INSPECTION OF QUARTERS.

For the purpose of order and cleanliness, the rooms and quarters should be inspected at least once each day. This may be done by the Military Superintendent or the *officer of the day.*

No articles of clothing, scraps of paper, or litter of any kind, should be allowed about the room. Water spilled on the floors, boot-blacking on the chairs or other

furniture in the room, should be reported. This inspection may be made after the usual morning inspection or after dinner.

CONDUCT AT TABLE.

On arriving at the door of the dining-room, the company break ranks, and each assumes his respective seat at the table. During the meal they may be allowed to converse, but not in a *boisterous manner*, or in an *unusually loud tone of voice.*

When the meal is over, at a given signal all rise, (excepting those who may not have finished eating,) and march from the room in order, those nearest the door passing out first.

ESCORTS

It will frequently be desirable in a school to furnish a military escort to some person of distinction, or some body of officers or company of soldiers.

In such cases, all officers should be previously informed of all the minutiæ of the movements intended to be executed, as mistakes and blunders will be extremely embarrassing to all parties.

The escort will be drawn up in line, the center opposite to the place where the personage presents himself, with an interval between the wings to receive him and his retinue.

On his appearance, he will be received with the honors due to his rank.

When he has taken his place in the line, the whole

will be wheeled into platoons or companies, as the case may be, and take up the march.

The same ceremony will be observed and the same honors paid on his leaving the escort.

When the position of the escort is at a considerable distance from the point where he is expected to be received, as for instance, where a court-yard or wharf intervenes, a double line of sentinels will be posted from that point to the escort, facing inward, and the sentinels will successively salute as he passes.

An officer will be appointed to attend him, to bear such communications as he may have to make to the commander of the escort.

INSPECTION OF TROOPS.

The present example embraces a battalion of infantry. The inspecting officer and the field and staff officers will be on foot.

The battalion being in the order of battle, the Colonel will cause it to break into open column of companies, right in front. He will next order the ranks to be opened, when the color-rank and color-guard, under the direction of the Adjutant, will take post ten paces in front, and the band ten paces in rear of the column.

The Colonel, seeing the ranks aligned, will command: "*Officers and Sergeants, to the front of your companies.* MARCH!"

The officers will form themselves in one rank, eight paces, and the non-commissioned officers in one rank, six paces in advance, along the whole fronts of their respective companies, from right to left, in the order of

seniority; the pioneers and music of each company, in one rank, two paces behind the non-commissioned officers.

The Colonel will next command: "*Field and Staff, to the front*—MARCH!"

The commissioned officers thus designated will form themselves in one rank, on a line equal to the front of the column, six paces in front of the colors, from right to left, in the order of seniority; and the non-commissioned staff, in a similar manner, two paces in rear of the preceding rank. The Colonel, seeing the movement executed, will take post on the right of the Lieutenant-Colonel, and wait the approach of the inspecting officer. But such of the field officers as may be superior in rank to the inspector will not take post in front of the battalion.

The inspector will commence in front. After inspecting the dress and general appearance of the field and commissioned staff under arms, the inspector, accompanied by these officers, will pass down the open column, looking at every rank in front and rear.

The Colonel will now command, "*Order Arms.* REST!" when the inspector will proceed to make a minute inspection of the several ranks or divisions, in succession, commencing in front.

As the inspector approaches the non-commissioned staff, color-rank, the color-guard and the band, the Adjutant will give the necessary orders for the inspection of arms, boxes, and knapsacks. The colors will be planted firm in the ground, to enable the color-bearers to display the contents of their knapsacks. The non-commissioned staff may be dismissed as soon as inspected, but the color-rank and color-guard will remain until

the colors are to be escorted to the place from which they were taken.

As the inspector successively approaches the companies, the Captains will command: "*Attention, Company; Inspection* ARMS!"

The inspecting officer will then go through the whole company, and minutely inspect the arms, accoutrements, and dress of each soldier. After this is done, the Captain will command, "*Open* BOXES!" when the ammunition and the boxes will be examined.

The Captain will then command: "*Shoulder* ARMS! *Close Order;* MARCH! *Order* ARMS! *Stack* ARMS! *To the rear, open order;* MARCH! *Front rank,* ABOUT FACE! *Unsling Knapsacks. Open Knapsacks.*"

The Sergeants will face inward at the second command, and close upon the center at the third, and stack their arms at the fifth command; at the sixth command they face outward, and resume their positions at the seventh. When the ranks are closed, preparatory to *take arms*, the Sergeants will also close upon the center, and at the word, take their arms and resume their places.

The knapsacks will be placed at the feet of the men, the flaps from them, with the great-coats on the flaps, and the knapsacks leaning on the great-coats. In this position the inspector will examine their contents, or so many of them as he may think necessary, commencing with the non-commissioned officers, the men standing at attention.

When the inspector has passed through the company, the Captain will command, "*Re-pack Knapsacks;*" when each soldier will re-pack and buckle up his knapsack, leaving it on the ground, the number upward, turned from him, and then stand at rest.

The Captain will then command: "*Attention, Company; Sling Knapsacks.*"

At the word *sling*, each soldier will take his knapsack, holding it by the inner straps, and stand erect; at the last word he will replace it on his back. The Captain will continue, "*Front rank*, ABOUT FACE! *Close order;* MARCH! *Take* ARMS! *Shoulder* ARMS! *Officers and Sergeants, to your posts.* MARCH!" and will cause the company to file off to their tents or quarters, except the company that is to reëscort the colors, which will await the further orders of the Colonel.

In an extensive column, some of the rearmost companies may, after the inspection of dress and general appearance, be permitted to *stack arms* until just before the inspector approaches them, when they will be directed to *take arms* and resume their position.

RECEPTION OF THE COLORS.

Where it is desirable to receive the colors formally, a company other than the color-company will, after the line has been formed, be detached as an escort. This company will then be marched to the front, and formed in column of platoons, and the Color-Sergeant and Corporals will be placed in the interval between the two platoons. This column will then be marched to the head-quarters of the commanding officer, and there halted and formed into line. As the colors are brought forward, the company will *present arms*, and the Color-Sergeant step forward to receive them. He will then take up his post in the company, which will be formed

as before in the column, the arms will be shouldered, and the column marched to the battalion. The officer commanding the escort will march his column so as to bring it on to a line perpendicular to the line of the battalion, (passing up by the *right* of the line, if necessary—never by the *left*,) until within a distance of from one third to one half of the length of the battalion line, from the color-company, where he will command: "*Halt.*" The officer who is commanding (probably the Adjutant) will command, "*Present Arms;*" when the arms will be presented by the line, and the Color-Sergeant and Corporals will take up their position with the color-company. The officer will then command, "*Shoulder Arms;*" and the escort will be marched off, and will resume its place in the line, passing around to the rear. The escort will not present arms when the colors are received by the line.

In escorting the colors back to head-quarters, the same form is observed — the escort presenting arms when receiving them from the line, but not on delivering them up at the head-quarters.

If the band should accompany the escort, (which it is proper for it to do,) it will oblique to the right, so as to uncover the escort, on arriving at head-quarters to receive or deliver the colors, and also in receiving and delivering them from and to the line. The Colonel does not take command until after the colors have been received. This ceremony has fallen somewhat into disuse, but it is still occasionally practiced in the service. In many cases, however, the colors are brought on the line informally, by the Color-Sergeant and Color-Guard.

MUSKET PRACTICE.

After the entire manual of arms has been well learned, the drill of one day in the week may be devoted to musket practice.

The ball-cartridges should be the same as manufactured for the U. S. Army, which are the cheapest and best that can be procured. The student should be taught first to load, and then to aim with precision. The position of each member of the corps, while aiming, should be observed, and if need be, rectified. He should be taught the use of the sights, by making him aim at different distances, with the musket at rest. Observe that he does not aim with the wrong eye or both, and that he does not close the eye at the moment of firing; that the musket is held securely at the shoulder, and that the head is not thrown too far to the side; that the musket is properly in the hands, and that the trigger is not pulled with a sudden jerk; that the weight of the body is thrown well forward, in order to withstand the recoil of the piece.

The student is taught to aim at some definite object, and to fire as soon as the sights are "lined" upon it.

When each has learned to load and aim in a proper manner, they may be permitted to fire with caps at a lighted candle, placed at a distance of three feet from the muzzle of the gun. The current of air will extinguish the flame, if the aim is well taken. The distance may be gradually increased to six feet. It will be found little better than useless to *commence* the practice with ball-cartridges and short distances, before the student has been taught how to aim the musket with some degree of correctness. The foregoing plan, therefore, will

obviate a great waste of ammunition, and will make expert marksmen in an equally short space of time. This practice may be conducted in the drill-room during the winter months, when out-of-door parades and drills are impossible. All shots made in this manner should be recorded with the same precision as if with ball-cartridges. This practice having been continued for eight, twelve, or even sixteen drill-days, the firing with balls may then commence, which is the musketry drill proper.

This drill is divided into the *theoretical* and the *practical.* The practical is again divided into two parts—*drill* and *practice.* To the former (*drill*) belong the *judging-distance drill*, the *target drill*, and the *cleaning of arms.* To the latter (*practice*) *target practice*, and *judging-distance practice.*

Target drill will already have been finished.

The cleaning of arms will be taught by the officer having charge of them, and before they are received into the armory after firing, he will pass a clean cloth to the bottom of each barrel, to see if the musket is properly cleaned.

THE JUDGING-DISTANCE DRILL.

In this the student will be accustomed to take note of the size and appearance of men and objects placed at various distances, which distances have been previously measured.

Target practice is divided into three parts—*single-firing*, *volley-firing*, and firing in *extended order.* In the last mentioned, the judging-distance is combined with target practice.

The judging-distance practice is to test the proficiency of the student in judging of the distance of men or objects.

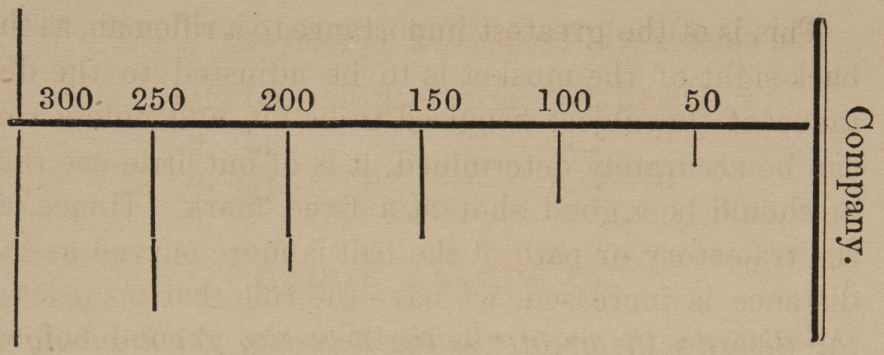
This is of the greatest importance to a rifleman, as the back-sight of the musket is to be adjusted to the distance of the object required to be hit, and unless this can be accurately determined, it is of but little use that he should be a good shot at a fixed mark. Hence, as the trajectory or path of the ball is more curved as the distance is increased, we have the rule that *the greater the distance the greater is the necessity for knowing it accurately.*

For this reason none but those who have exhibited more than ordinary proficiency at short distances should be allowed to practice on distances of five hundred, six hundred, or nine hundred yards. As a marksman can not always be certain of his distances, it is better that the first shot should strike in front of the target rather than to pass over it; and as he should be taught to watch the effect of the shot, he may observe where the bullet strikes the ground, and then easily adjust the sight to the proper distance.

In this practice the student will often be required to judge of the distance of a soldier placed at a certain point, standing at rest, and to adjust the sights for the proper range.

The judging-distance drill is conducted as follows: a line of three hundred yards will be accurately measured, and divided into equal parts of fifty yards each, by perpendicular lines. At the extremities of each of these lines will be placed a student, in full uniform, standing at *parade rest.*

These will be posted as follows, the nearest being on the line, the next eighteen inches from it on the perpendicular, the third thirty-six inches, etc.:



The instructor will then point out to the company the part of the dress and accouterments which are easily perceived at fifty yards, and will also call their attention to those no longer visible at one hundred yards, and so on throughout the entire line. As the eyesight varies, he must not expect to obtain the same answer to his questions, on these points, from all.

TARGET PRACTICE.

The targets for individual firing will be six feet in height by two in breadth, made of cast-iron, three fourths of an inch thick; in the center a bull's-eye eight inches in diameter, and from the center, with a radius of one foot, a circle is described and painted black. This will be called the center.

The bull's-eye and the rest of the target will be painted white.

The targets will be arranged as follows. For the different distances up to two hundred yards the practice will be at a single target:

At 250	and	300	yards,	2	targets.
" 300	"	400	"	3	"
" 450	"	500	"	4	"
" 500	"	600	"	5	"

The classes will be divided as follows:

Up to 200 yards inclusive, 3d class.
" 400 " " 2d "
" 800 " " 1st "

INDIVIDUAL FIRING.

Ricochets, or shots which strike the ground before they hit the target, are to receive no signal.

The signals and value will be as follows:

	SHOTS.	FLAGS.	VALUE.
For the practice of the third class.	Outer,	White,	1
	Center,	Dark blue,	2
	Bull's eye,	Red and white,	3
	Miss,		0
For the first and second class.	Outer,	White,	1
	Center,	Dark blue,	2
	Miss,		0

The danger or cease-firing signal will be a red flag. While this is flying, no shot must be fired.

These flags will be constructed of flannel or some other suitable material, and will be three feet square, and attached to staves six feet in length.

Whenever a shot strikes the target to the right, the flag denoting the value of the shot will be inclined to the right, and *vice versa*. When the shot strikes high, the flag will be raised only high enough to be distinguishable above the butt.

The butt will be constructed like a rifle-pit, in front and at the right hand of the target. It should be five feet deep by four feet square, with the earth thrown up so as to form a bank toward the place from whence the fire comes.

The side of the pit next the target should have a step cut in it, to assist in the ingress and egress.

The record will be kept both at the butt and by the officer of the company engaged in practice.

The marker in the butt will invariably be a non-commissioned officer of a different company from that firing. He will be responsible for the correct signals being given to the several shots which strike the target.

FIRST PERIOD.

At the commencement of the yearly practice, each student will fire a certain number of rounds at a single target, distant one hundred yards — say, six fired on three different days — after which the classes will be formed.

All who have made a stated number, say ten, will be then admitted into the second class, which will at once proceed to gradually increase the distance to three hundred yards, while those who have made less than the required number will still continue firing at one hundred yards distance.

SECOND PERIOD.

After the division of these classes, the second class will fire three rounds at one hundred and fifty yards, three at two hundred, three at two hundred and fifty, and three at three hundred yards distance; while the third class will fire six rounds at one hundred yards, as before.

The classes will then be again divided. Those of the second class who have made a certain number, say sixteen, being passed into the first class, and those of the third class who have made ten being passed into the second.

THIRD PERIOD.

The first class will practice at distance from three hundred up to nine hundred yards, at the discretion of the instructor, while the other classes will go on as before.

VOLLEY FIRING.

This may be practiced at a large target, or a number of targets, representing a company front, in column, or a piece of artillery going into battery.

SKIRMISHING.

For this practice, the company firing will be extended as skirmishers, at unequal distances, and will fire a fixed number of shots each at a target like the one described before.

JUDGING-DISTANCE PRACTICE.

This, like the target practice, will be divided into three periods, each period containing four practices.

The third class will practice as far as three hundred yards; the second, six hundred yards; and the first as far as nine hundred yards.

The value of the answers, by points in the several classes, will be registered as follows:

Third class.	Within 5 yards,	3 points.
	" 10 "	2 "
	" 15 "	1 point.
Second class.	Within 20 yards,	2 points.
	" 30 "	1 point.
First class.	Within 30 yards,	2 points.
	" 40 "	1 point.

These classes will be arranged in the same manner as the classes for rifle practice.

A stated yearly allowance of ball-cartridges should be made to each student. Of these, three fourths should be expended in individual firing, one eighth in volley firing, and one eighth in skirmishing.

AIMING AND FIRING.

The musket should always be loaded slowly, and care taken that the entire charge of powder is put into the barrel. The ball must be pushed well down, as the pressure of confined air between the powder and the projectile is very liable to burst the gun. The best results are produced by giving two or three gentle taps with the rammer, just sufficient to cause the powder and ball to adhere well together.

Too much ramming mashes the grains of the powder and flattens the bullet.

In aiming, look steadily upon the object to be hit, and raise the piece to the shoulder; keep the finger laid upon the trigger, and when the sights cover the object, pull steadily. It is well to hold the breath at the moment of firing.

ROUTINE BOOK

OF THE

Eagleswood Military Academy.*

1862-63.

THE SALUTE.

ATTENTION is called to the salute, which must be made in a full and decided manner, when passing a member of the Faculty, when addressing him, or when addressed by him.

THE MILITARY ATTITUDE.

When addressing or being addressed by his superior, on duty, he must stand erect before him, in a military attitude, with head erect, and square to the front, without constraint; arms hanging naturally, with elbows near the body; body erect on the hips; knees straight, without stiffness; heels on the same line, and near each other. The same position will be observed when reciting. When at the blackboard, all carelessness of manner and posture must be avoided, and the above directions conformed to as nearly as possible. All instructors and other officers are enjoined to rigidly enforce this order.

THE UNIFORM.

The officers must appear at all formations in uniform, and neatly dressed. Shoes and boots must be kept neatly blacked. The uniform of the School must be strictly observed.

* This Routine-Book of the Military Academy of which the author is now Superintendent will serve to show more fully how the plan proposed in the foregoing pages is carried out in practice.

GENERAL ROUTINE.

REVEILLE.

At Reveille, cadets will immediately turn out. Reveille roll-call will take place in the public hall five minutes after.

MORNING ROLL-CALL, INSPECTION, AND BREAKFAST.

At morning parade, the officer in charge, with the Adjutant, will inspect the battalion, the Adjutant making memoranda of any thing not in order. When finished, they will return to place. The Adjutant will then give the order, "Rear rank, close order, march;" when the rear rank will close on the front. The Adjutant then gives the order, "The parade is dismissed;" at which the officer of the day and field and staff-officers will leave the parade.

At all formations, the officer of the day and officer of the guard will form in rear of the line.

When the officer of the day and field and staff-officers shall have left the parade, the Adjutant gives the order: "March to breakfast." The Captains will direct their companies to their respective tables. On arriving at the tables, each Captain will take position in rear of his chair, at the head of his table, his Sergeant taking the foot, and the cadets taking position corresponding to their places in the ranks. All will remain standing in rear of their respective chairs until the blessing has been asked, and the officer in charge gives the order, "Seats;" at which word the cadets will put their caps under their chairs, and quietly take their seats. When the cadets at each table shall have finished the meal, the Captain will rise and look at the Adjutant, who will acknowledge the report by raising his right hand; the Captain will then resume his seat. When all shall have reported, the Adjutant will make it known to the officer in charge, who, rising from his seat, will tap on the table,

and give the order, "Rise;" at which order each cadet will rise, put on his cap, step to the rear of his chair, putting it in place, and facing toward the door. At the order, "March," from the Adjutant, the Captains will advance, followed by their companies in proper order, and proceed to their parade stations on the campus, or, if the weather be unpleasant, to the public hall, where they will form and dress their commands, and bring them to parade rest, in order for prayers. All will take off their caps at the opening of prayers, and put them on at the order, "Attention," at the close of prayers, from the Adjutant, who gives the order, "Battalion, attention; right face, break ranks; march."

THE SICK-CALL

will be beaten at the proper time, when all desiring to be excused from duty will repair to the place designated for attending to the sick.

MORNING STUDIES AND FIRST FORENOON RECITATIONS.

At the study call, the cadets will proceed to their respective desks quietly, and immediately commence their studies.

No books will be kept on the desks except those required for study, or for reference. The cadets will be careful in using their ink, and not throw it from their pens on the floor, as it leaves a stain. All scrap-paper will be thrown into baskets provided for the purpose. Newspapers, etc., when read, may be put in the baskets. All communication between the young gentlemen during study hours is strictly prohibited.

At the study-call above mentioned, the sections for recitation will assemble in the places designated—each leader in front of and facing his respective section, the cadet next to him on the roll taking position at the right of the section. The section-leaders will muster them, and report all absentees to the officer of the day, and will then march them to their recitation-rooms, leaving the school-room at the first stroke of the bell, by order

of the officer of the day. Sections reciting will leave the recitation-rooms at the call for the next sections.

In marching to and from recitation-rooms, the section-leader is in command, and it is strictly enjoined upon him to preserve perfect order in his section, and that they march in military order and silence to and from the study-room.

FROM STUDIES.

At the call, studies will cease, when books, papers, seats, etc., will be neatly arranged. Before leaving the study-room, each Superintendent will report his section in order to the officer in charge, who will immediately proceed to inspect them.

DINNER.

At the call, all books, papers, etc., must be neatly put in order, after which the cadets will form on the campus, in their respective places, muster, etc., and march to and from dinner, in the order prescribed for breakfast. On returning to the campus, they will be formed and dismissed by their Captains.

AFTERNOON STUDIES AND RECITATIONS,

(IF ANY.)

The call will be obeyed in the same manner as that for morning studies and recitations.

EVENING PARADE.

The cadets will assemble as prescribed for morning parade, when the conduct-report, detail for the day following, and orders, are read. After the parade has been dismissed, the officer in charge then orders the Adjutant, "March to supper," who repeats the order. The Captains then march their companies to supper, as prescribed in directions for breakfast. After evening prayers, the cadets are marched to the public hall for the settlement of the reports on the book of the officer of the day.

EVENING STUDIES.

At the call, the cadets will repair to the school-room, where they will be mustered by their Captains, as at other formations. No cadet will leave his desk without permission. The officer of the day will frequently observe the desks, and report to the officer in charge any neglect of dutv on the part of the Superintendents of sections.

TATTOO.

At the call, the cadets will repair to the public hall, where they will be mustered by their Captains, as at other formations.

The Captains will then give the order: "Right face, break ranks, march."

The cadets will retire to their quarters, and at "taps" they must all turn in, and all noise must cease. Captains are charged with the execution of this order in their companies.

At ten o'clock, the officer of the day and the Quartermaster will go through the barracks, see all study-room windows, study and recitation-room doors closed, and all lights out, except that in the main hall, and will report to the Military Superintent, at his office, who will then give them permission to turn in. The officer of the day will then place his journal, written up, together with the routine report, in the office of the Military Superintendent.

During the night, the officer of the guard will, every three hours, visit all parts of the building, and see that there are no signs of fire, and that the lights and steam and water-connections are secure.

FORMATIONS.

The formations will always be in that locality where the call is beaten. If the call is beaten on the upper piazza, companies will form in the public hall.

THE ROUTINE.

Reveille:

6.00 A.M., from 1st September to 1st December.
6.30 " " 1st December to 1st March.
6.00 " " 1st March to 1st July.

Morning call and inspection:

6.50 A.M., from 1st September to 1st December.
7.20 " " 1st December to 1st March.
6.50 " " 1st March to 1st July.

Call to breakfast and prayers:

7.00 A.M., from 1st September to 1st December.
7.30 " " 1st December to 1st March.
7.00 " " 1st March to 1st June.

Guard-mounting:

7.30 A.M., from 1st September to 1st December.
7.50 " " 1st December to 1st March.
7.30 " " 1st March to 1st July.

Sick-call:

7.40 A.M., from 1st September to 1st December.
7.55 " " 1st December to 1st March.
7.40 " " 1st March to 1st July.

Call to morning studies and first forenoon recitations:

7.57 A.M., from 1st September to 1st December.
8.07 " " 1st December to 1st March.
7.57 " " 1st March to 1st July.

Call to second forenoon recitations:

8.57 A.M., from 1st September to 1st December.
9.07 " " 1st December to 1st March.
8.57 " " 1st March to 1st July.

Call to third forenoon recitations:

9.57 A.M., from 1st September to 1st December.
10.07 " " 1st December to 1st March.
9.57 " " 1st March to 1st July.

Call to fourth forenoon recitations:

10.57 A.M., from 20th September to 1st December.
11.07 " " 1st December to 1st March.
10.57 " " 1st March to 1st June.

Call to fifth forenoon recitations:

11.57 A.M., from 20th September to 1st December.
12.07 " " 1st December to 1st March.
11.57 " " 1st March to 1st June.

Call to dinner:

12.57 P.M., (all the year.)

Call to drill:

4.00 P.M., (all the year.)

Evening roll-call and parade:

5.45 P.M., from 1st September to 20th October.
5.15 " " 20th October to 20th January.
4.45 " " 20th January to 20th March.
6.30 " " 20th March to 1st July.

Call to evening study:

6.55 P.M., from 20th September to 20th October.
6.25 " " 20th October to 20th January.
6.55 " " 20th January to 20th March.
7.25 " " 20th March to 1st June.

Tattoo:

9.00 P.M., (all the year.)

Taps:

9.30 P.M., (all the year.)

Officer of day and Quartermaster retire:

10 P.M., (all the year.)

DUTIES OF OFFICERS.

OFFICER IN CHARGE

Will see that the routine is carried out, and that the officer of the day causes the signals to be given for the different formations and sections. He will inspect the cadets at the morning parade, and during study hours will frequently observe them, at their studies, and see that order and quiet are preserved. At 10 o'clock P.M. he will see that the officer of the day and the Quartermaster examine the building thoroughly, to see that the lights and fires are extinguished; he will see that all is quiet, and will receive the reports of the officer of the day and the Superintendents.

ADJUTANT

Will direct all formations other than those of sections; he will make the detail for duty, and hand his daily report to the officer in charge at close of evening studies.

OFFICER OF THE DAY

Will go on duty in parade-dress, with sword and sash; he will see that the drummer beats the various calls at the proper time, and will note all absentees, and any improper conduct at section formations, or in marching to their recitation-rooms, and will frequently observe the conduct of those in the study-rooms, reporting all irregularities and neglect of duty on the part of the Superintendents. He will keep a journal of all the events of the day, and an account of the commencement and duration of recitations, drills, etc., and will be in readiness to carry out the orders of the officer in charge, and will see that those in confinement properly observe the regulations. He will courteously receive all visitors, giving such information as they may desire; at 10 o'clock he will make the rounds with the Quartermaster, see all lights and fires extinguished, that there

are no signs of fire, that the recitation-rooms are locked, windows down, etc.; he will see that perfect silence is observed, and report from which room any noise may proceed. When silence is obtained, he will deposit his journal and reports in the office of the Military Superintendent, and be permitted to turn in, being ready for duty if his services are required during the night.

SUPERINTENDENTS OF STUDY SECTIONS

Will go on duty at morning roll-call, in parade-dress. They will note all irregularities, or improper visiting in their sections, and if their orders are not promptly obeyed, will report the fact immediately to the officer in charge, and will allow no person to leave the study-room without permission having been obtained, and then they will see that they return within a reasonable time. They must generally be seated in rear of their sections, and their attention must be given, from time to time, to the conduct of the cadets of whom they are immediately in command. They will not be relieved except with the permission of the officer in charge. At the close of their duties they will make a report in full to the officer in charge.

These rules will apply also to the officer of the day.

LIBERTY.

On Saturday, the names of those who have permission to visit the town, and also the names of those who are denied the privilege, on account of improper conduct while in town on a previous occasion, or from their amount of demerits, will be read at morning parade.

The cadets, when going on, or returning from general or special leave, must take particular care to see that their names are entered on the liberty-book, with the exact time of going and returning. Nothing must be allowed to interfere with the execution of this order.

In all instances, when gentlemen have permission to go on leave, general or special, written or verbal, and do not avail themselves of this permission, they are to note on the liberty-book, opposite their names, the fact that they did not go.

No cadet who shall be known to use tobacco will be permitted to visit town until he shall give assurance to discontinue its use; and this assurance must be given in writing, in the following terms:

"I hereby give assurance that I will discontinue the use of tobacco while I remain attached to the Eagleswood Academy, and that I will strictly obey all regulations concerning it."

All leave or permission granted for any purpose whatever, must be reported to the officer in charge. Applications for leave, boats, etc., must be made in writing; those for boats must specify the names of those going, and the one in charge. None will be allowed to go who have not entered their names on the list, with permission of the officer in charge, before leaving the campus.

Special permission is required to use sails. It is positively ordered that boats do not go out of sight from the dock, without special permission, and that they at all times look out for the boat's recall — returning immediately upon seeing it.

The cadet in charge will report the return of his boat, and that the party have conformed to the regulations of the school while absent — entering the last item of this order on his request, and signing it.

Where permission is given for the boats with sails, the cadet in charge will inform the officer in charge, who will detail a person to put the sails in the boat, go with the party, and on their return, see the sails taken out and put in order.

CHURCH-PARTIES ON SABBATH AFTERNOON.

Students desirous of going to church in town will give their names to the officer of the day, not later than twelve o'clock, who will make out lists for the different churches, and hand them to the officer in charge, who will cause them to be read at dinner formation, specifying the leaders of the different parties, who will be held responsible for the conduct of their parties. They will march to and from the church in two ranks, and in military order, entering the church immediately upon reaching

it, and at close of the services quietly forming outside the door, and marching directly to the Academy.

MENDING.

Clothes, boots and shoes to be mended, will be neatly made up in bundles, with the owner's name, and such directions as may be necessary, placed securely upon the outside, and deposited in the proper place in the office of the officer in charge.

RECITATION-ROOMS.

At 7.50 the recitation-rooms will be opened, the swabs dampened, and hung in their places.

At 1 P.M. they will be swept, the floors wiped up, the blackboards and paint-work carefully wiped off, the swabs washed, the benches and desks put in order, and the doors locked. The keys will be hung up in the office of the officer in charge, and no one will be permitted to visit them except by permission of the officer in charge.

The officer of the day will inspect these recitation and study-rooms at the hour for cleaning, to see that they have been properly attended to.

It is forbidden the cadets to enter the recitation-rooms at any time not in recitation hours. Permission may be obtained from the officer in charge, on written application, specifying the one in charge.

STUDY-ROOMS.

The windows, gas-fixtures, desks, stools, etc., will be examined when they are cleaned, and any damage to them reported to the officer in charge.

The Quartermaster will light the gas in the study-rooms and elsewhere at the prescribed hour, and will extinguish the lights in the sleeping-rooms at 9.30 P.M.

At 10 P.M. the Quartermaster will see the lights, doors, windows, etc., secure, and that there are no signs of fire.

APPENDIX.

DUTIES OF OFFICERS, NON-COMMISSIONED OFFICERS, AND PRIVATES, ARRANGED IN THE FORM OF QUESTION AND ANSWER.

OF THE OFFICERS.

Q. What is expected of an officer?

A. Courage, ability, application, and implicit obedience to superiors in rank. Courage to do his duty, in all situations in which he may be placed; ability to govern, instruct, control, and manage those under his command; application, that he may learn his duties, and discharge the same faithfully; and obedience, that a most excellent example may be placed before those under his command.

Q. Why should an officer be well acquainted with the manual of arms and other details of the drill?

A. As it is his province to instruct as well as to command, should he be ignorant, his command will be merely an armed mob, and will neither confide in nor respect their commander.

Q. Why are the officers placed on the left of bodies of troops moving by the flank?

A. Because under the ancient plan the left was made the pivot, and the officer guided those formations which are now performed by pivots and guides.

OF THE MAJOR.

Q. What portion of the regiment do you command?

A. The left wing.

Q. By whom are you assisted?

A. By the Sergeant-Major.

Q. Where is your position in line of battle?

A. Twelve paces in rear of the center of the left wing.

Q. When do you take command of the regiment?

A. When both the Colonel and Lieutenant-Colonel are absent.

OF THE CAPTAIN.

Q. Over how large a body does your command extend?

A. Over an entire company, or, if I be the senior captain, I may be sometimes required to supply the place of a field-officer, for which purpose it is necessary for me to acquaint myself with the ordinary battalion movements.

Q. Of whom do your subordinate officers consist?

A. Of the lieutenants and the non-commissioned company officers.

Q. What are your duties to your superior officers?

A. To exercise a kind but rigid discipline over those under my command; to see that they are well instructed in the drill; to submit to all officers lawfully appointed over me; to attend to all duties, both with regard to time and place, promptly; and to repress all discontent amongst my men, by discountenancing all murmuring, disrespect, or fault-finding with their superiors.

Q. What are your duties to your company?

A. To labor constantly to promote their comfort and welfare, to instruct them carefully in the drill, to correct their mistakes with kindness, and, as far as is consistent, to consult their comfort and interests.

Q. What is your place when the battalion is drawn up in line of battle?

A. On the right of my company, in the front rank.

Q. Where do you place yourself in the wheeling of companies into column?

A. At the first command I quit my position, pass along the front of my company, and take up my place one pace in front of the center, cautioning it to wheel to the right, (or left.)

As the wheel progresses, I gradually approach the pivot, in time to give the command *Halt*, when they shall have arrived at the proper place.

Q. When wheeling from column into line?

A. I pass up to the point where the wheeling flank of my company is to rest, and give the order *Halt*, when the company is within three paces of the line; after which, I dress them up to the line.

Q. What is your place in column?

A. Two paces in front of the center of my company or platoon.

Q. Where, when the company marches by the flank?

A. On the left of the guide who leads the movement.

Q. What is your duty at roll-calls?

A. To preserve order, to see that the roll is properly called, and receive the report of the sergeant.

Q. Where is your place while the roll is being called?

A. A company's length in front of the center.

Q. Should the battalion be in line of battle, exercising in the manual, and the order *Officers, to the rear*, be given, where will be your place?

A. In the rear of the center of my company, where I am to observe that the motions are executed promptly and correctly.

Q. What will you do after giving the command *right*, or *left turn?*

A. Before giving the word *March*, I go to that flank of the company on which the guide is, that I may not be in the way of the execution of the movement.

Q. What precautions do you observe in aligning your company in line of battle in the battalion?

A. I place myself on the flank of the company which is aligned next before mine, while it is being aligned, and after the command *Front* has been given by its Captain, I align my company, dressing them up to the line of the guides.

Q. Do you ever march your company, when in battalion, fully up to the line of formation?

A. Never. I usually halt them at three paces in rear of the proposed line, and afterward dress forward to the required position.

Q. On parade, when do you draw your sword?

A. When I assume command.

OF THE ADJUTANT.

Q. How do you rank?

A. As a Lieutenant.

Q. What are your duties?

A. To superintend the forming of the line previous to parade; to keep the regimental roll-book, order-book, etc., etc.; to attend to the correspondence, to the issuing of orders, to the forming and sizing of the companies for the line; to receive from the Captains the reports of companies, and to transmit them, under my signature, to headquarters, or to the *officer of the day*, as I may be directed.

Q. What is your position, and what your duties on parade?

A. I am stationed near the Lieutenant-Colonel, to assist him as he may direct.

OF THE QUARTERMASTER.

Q. How do you rank?

A. As a Lieutenant.

Q. What are your duties?

A. To take the charge of all property which may belong to my department, to preserve it from loss or damage, and keep a faithful record of issues and expenditures.

Q. Where is your place when the regiment is in line of battle?

A. At the left and rear of the Colonel.

Q. Where, when in column?

A. I usually remain in the rear of the last company.

OF THE SERGEANT-MAJOR.

Q. How do you rank?

A. At the head of the non-commissioned staff.

Q. What are your duties?

A. To assist the Major, who is in command of the left wing.

Q. What is your duty at guard-mounting?

A. To attend and verify the detail as the successive detach-

ments arrive, and otherwise to assist as specified in the formula for that ceremony.

OF THE SERGEANT OF ORDNANCE.

Q. How do you rank?

A. Next above the Orderly Sergeant.

Q. What are your duties?

A. To take charge of all cannon, small-arms, swords, cartridges, shot, shells, etc., etc., and to issue the same as shall be required.

I must also keep a record of their issue. I must understand the taking apart and cleaning of all kinds of small-arms, the manufacture of cartridges, the fixing and proving of shell, the manufacture of fuses and rockets, etc., etc.

Q. What are your duties on parade?

A. If I am at a post garrisoned by infantry alone, I may be desired by the officer commanding to occupy various positions, which will afford me an opportunity to perfect myself in drill, and will also be of assistance to him.

OF SERGEANTS.

Q. As a sergeant, how do you rank?

A. I rank as a non-commissioned officer.

Q. What are your duties to your superior officers?

A. By my conduct to set before all under me an example of discipline, uniform good temper, and faithfulness to duty. I must discharge all duties with promptness, and must obey, with alacrity, all lawful commands of my superior officers.

It is, moreover, my duty to recollect that it is frequently better for me to obey promptly an order which may seem unreasonable or tyrannical, and subsequently to appeal to some superior officer for redress, than, by any neglect or sulkiness, to weaken my own or my officer's authority.

Q. In line of battle, where is your position?

A. If I am the Orderly Sergeant, I must keep in the rear rank, immediately behind my Captain, who will be in the front rank on the right of the company. If I am *not* the Orderly

Sergeant, my place is in the rank of file-closers, which, in line of battle, is three paces in the rear of the rear rank.

Q. In column, what is your position?

A. If I am the Orderly Sergeant, I replace my Captain, in the front rank, who is in front of the company. If I am the Second Sergeant, I am on the left of the company in the front rank, if the company is in column of companies; and if in column of platoons, on the flank of the second platoon.

Q. What is your position if the company is marching by the flank?

A. I am in front of the front-rank man of the leading file.

Q. Where is your position in wheeling from a movable pivot?

A. On the wheeling flank of the company, where I must cast my eyes over the ground in front, in order to judge of the "radius of curvature," that the man on the pivot may not be obliged to pass too far from the ground on which the wheel is to be made.

Q. In marching, what care must you observe?

A. I must carefully note the line of direction, which will be given me by the officers, and march directly for the given point. I must preserve a regular step, both in time and distance, and, if marching in line, must occasionally cast my eyes down the ranks, to observe that the alignment is preserved.

Q. How will you acquire regularity and precision in the step?

A. I may acquire the correct time by counting the beats of a pendulum, made by suspending a musket-ball from a silken cord of the following lengths:

For Common Time, seventeen and thirty-eight hundredths inches.

For Quick Time, nine and seventy-eight hundredths inches.

To correct the length of the step, I must practice walking on a floor marked off by chalk-lines at the proper distances.

Q. What is the length of step and the rate of swiftness for common, quick, and double-quick time?

A. For common time, the length of the step is twenty-eight inches.

For quick time, the length of the step is twenty-eight inches.

For double-quick it is thirty-three inches.

In common time, the number of steps in a minute is ninety, (90.)

In quick time, one hundred and ten, (110.)

In double-quick time, one hundred and sixty-five, (165.)

Q. When do you take up your place in the front rank?

A. At all times when the Captain is not there?

Q. What should you do if all the company officers are absent?

A. In the last event, if I am the Orderly Sergeant, I should assume the command of the company.

Q. What method do you adopt for calling the roll?

A. I commit to memory the name or number of every man in my company, and am always prepared with a pencil and paper at roll-calls, upon which to enter absentees or other delinquencies.

Having called the roll in a clear, audible tone, I recall the names of those absent, in order to assure myself that no mistake has been made, and in reporting I hand the paper containing the names of those absent to the Captain.

Q. In opening ranks to the rear, what are your duties?

A. At the first command I am to step briskly four paces to the rear, without counting the steps, and when the ranks are opened, I am to superintend the alignment of the rear rank. At the word *Front*, I am to take up my place on the right of the rear rank; or if the Captain is not in the front rank, I take his place. If I am Second Sergeant, I fall back four paces, and at the command *Front* resume my place in the rank of file-closers.

Q. What other general duties devolve upon a First Sergeant?

A. He must accustom his company to *fall in* promptly, to dress in line without protruding the head to the front, to stand in a proper position in ranks, etc., etc.

Q. How will you secure promotion?

A. By performing all my duties with alacrity, and by an untiring endeavor to secure the approbation of my superiors, by an unremitting attention to the same.

OF THE PRIVATE.

Q. What is your first duty as a private in the ranks?

A. To yield implicit obedience to all lawful orders, issued or given by those who are placed above me, always recollecting that obedience is the first duty of a soldier.

Q. But if these orders seem incompatible, inconsistent, unnecessary, or tyrannical, will you obey them?

A. Certainly; unless they are impossible or degrading, I will execute them according to the best of my ability, thereby placing myself in the right, and giving myself the best possible grounds to appeal to higher authority, if I have been wronged.

Q. How will you appeal to higher authority for redress?

A. Either verbally or in writing, when I will state the circumstances fairly, without the least extenuation or disrespect to the party who has wronged me.

Q. What are the main points to be observed when you are in ranks?

A. To preserve a soldier-like appearance, never seeming careless or listless; to pay strict attention to the commands of my officers; to keep perfect silence while on duty, and to patiently submit to all personal inconveniences which may be necessary for the well-being of my corps.

Q. What is the greatest misdemeanor that you can be guilty of?

A. Insubordination.

Q. How are you to treat your officers, when you are off duty?

A. With courtesy and respect, and *never with familiarity*, nor should I ever pass without offering a *salute*.

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